



# 2015 STUDENT CATALOG

*Effective December 1, 2014  
Through  
November 30, 2015*

THIS DOCUMENT INCLUDES THE SCHOOL'S CURRENT ANNUAL SECURITY REPORT INCLUDING CRIME STATISTICS AND POLICIES REQUIRED BY THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT (CLERY ACT) AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT of 2013 (VAWA) (See Addendum A, Student Disclosures Section, Page SDS 23)

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Rancho Cordova, CA 95670  
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Santa Clara, CA 95051-1303  
408-727-1060  
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Lamson Institute  
5819 N.W. Loop 410, Suite 160  
San Antonio, TX 78238  
210-520-1800  
[www.lamsoninstitute.com](http://www.lamsoninstitute.com)

*You are invited to visit the campus nearest you.  
Campus tours are conducted daily.*

## ***A Message from the President***

Dear Student:

It is with great pleasure that I take this opportunity to welcome you to National Career Education. Pursuing higher education and training to improve one's quality of life takes courage and is to be commended.

For over 25 years, National Career Education (NCE) has had the privilege of helping people get trained in new professions and achieving their goals. We have accomplished this by maintaining modern facility utilizing equipment and tools used in the profession, the latest instructional materials, and a faculty with real world experience. NCE's curriculum is also reviewed on a regular basis by industry professionals to ensure that students are learning relevant information in their chosen fields of study.

We would like to extend a cordial invitation to you to visit our facility, talk with our students, and meet our instructors. Our staff and faculty are dedicated to your success.

Sincerely,

Peter Mikhail  
CEO

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*This catalog (R12.1) is not complete without the latest Schedules and Addendum  
all of which are a part of this catalog as follows:*

*Academic Start Dates Schedule at page 5*

*Student Disclosures Section at page SDS 1*

*Annual Security Report – Addendum A starting at page SDS 24 and following*

*Tuition and Fee Schedule at page SDS 37*

*Tools And Equipment used in the School's Programs – Addendum B at page SDS 40*

## Academic Calendar

### **2014-2015 Holiday & Break Schedule**

***School is closed on the following days:***

December 22, 2014 - January 2, 2015 .....Winter Break (students only)  
December 24, 2014.....Christmas Eve  
December 25, 2014.....Christmas Day  
December 26, 2014.....Christmas-Friday  
January 1, 2015.....NewYear's Day  
January 2, 2015.....NewYear's-Friday  
January 19, 2015.....Martin Luther King Jr.  
May 25, 2015 ..... Memorial Day  
July 3, 2015 (Friday in substitution for Saturday, July 4<sup>th</sup>) .....Independence Day  
September 7, 2015..... Labor Day  
November 11, 2015.....Veterans Day  
November 26, 2015..... Thanksgiving  
November 27, 2015.....Thanksgiving-Friday  
December 21, 2015 – January 1, 2016..... Winter Break  
January 18, 2016 ..... Martin Luther King, Jr. Day

## Academic Start Dates Schedule

<b><u>Notes: Allied Health</u></b> -Medical Assistant -Optical/Optomeric Assistant -Lab Assistant, EKG Technician/Phlebotomist	<b><u>Module Start</u></b>	<b><u>Module End</u></b>	<b><u>Midpoint</u></b>
1/19/2015-MLK HOLIDAY 1/23/2015-Friday Class	01/05/2015	01/29/2015	04/27/2015
	02/02/2015	02/26/2015	05/25/2015
	03/02/2015	03/26/2015	06/22/2015
	03/30/2015	04/23/2015	07/20/2015
	04/27/2015	05/21/2015	08/17/2015
5/25/2015-HOLIDAY 5/29/2015-Friday Class	05/26/2015	06/18/2015	09/14/2015
	06/22/2015	07/16/2015	10/12/2015
	07/20/2015	08/13/2015	11/09/2015
	08/17/2015	09/11/2015	12/07/2015
9/7/2015 -HOLIDAY 9/11/2015 -Friday Class	09/14/2015	10/08/2015	01/18/2016
	10/12/2015	11/05/2015	02/15/2016
11/11/2015-Veterans Day Holiday 11/13/2015-Friday Class	11/09/2015	12/03/2015	03/14/2016
11/26-27/2015-HOLIDAY 12/4/2015-Friday Class 12/23/2015 - 1/1/2016 WINTER BREAK	12/07/2015	01/14/2016	05/09/2016
<b><u>Notes: Electrician</u></b> Electrician	<b><u>Module Start</u></b>	<b><u>Module End</u></b>	<b><u>Midpoint</u></b>
1/19/2015-HOLIDAY 1/23/2015-Friday Class	02/09/2015	03/19/2015	06/15/2015
	03/23/2015	04/30/2015	07/27/2015
5/25/2015-HOLIDAY 5/29/2015-Friday Class	05/04/2015	06/11/2015	09/07/2015
	06/15/2015	07/23/2015	10/19/2015
	07/27/2015	09/03/2015	11/30/2015
9/7/2015 -HOLIDAY 9/11/2015 -Friday Class	09/07/2015	10/15/2015	01/18/2016
	10/19/2015	11/26/2015	02/29/2016
11/11/2015-Veterans Day Holiday 11/13/2015-Friday Class  11/26-28/2015-HOLIDAY 12/4/2015-Friday Class 12/23/2015 - 1/1/2016 WINTER BREAK	11/30/2015	01/14/2016	04/11/2016

# 1. ABOUT THE SCHOOL

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## HISTORY

National Career Education (also referred to in this catalog as NCE, or School, or Institution) has been a branch campus since 1989 of the Institute for Business and Technology. The Institute for Business & Technology (IBT) was started in 1965, as the California Academy of Drafting to provide vocational training in drafting and design technology. NCE as a branch campus of IBT is recognized as a local community leader in vocational training. National Career Education also contracts with various local, county, state and federal agencies to train their personnel.

By way of background, in 1981, IBT further expanded its training program to include computer programming. State-of-the-industry equipment was purchased to introduce students to the most modern equipment available. In 1982, the first Secretarial Science program was added emphasizing the "Office-of-the-Future."

In 1988, IBT expanded further by adding new programs, which included Travel & Airlines, Optical Technician and Commercial Refrigeration, Heating, and Air Conditioning. In 1989 IBT moved to a new, larger location in Santa Clara, at 2550 Scott Blvd. New programs were introduced to include Electronics Technology.

Then in 1989 National Career Education opened as an affiliated campus of IBT located in Citrus Heights, California.

In February 2004 the main IBT campus moved to new, larger location in Santa Clara at 2400 Walsh Avenue. Also in 2007, another affiliated campus, Lamson Institute, was opened at San Antonio, Texas and began its first classes in August 2007.

## Present Location and Facilities

National Career Education, now as a branch of IBT is located at 11080 White Rock Road Suite 100 Rancho Cordova, CA 95670. The campus has a facility of approximately 29,850 square feet with a projected occupancy of approximately 971 at any one time. The facility includes classroom and laboratory space to accommodate the needs of the specialized programs offered at the school. NCE moved to this location in November 2009. It was previously located at 6060 Sunrise Vista Drive Suite 2500 Citrus Heights, CA 95610.

IBT is currently located at 2400 Walsh Avenue, Santa Clara, California, in a facility of approximately 60,000 square feet.

Lamson Institute, another branch of IBT, is located at 5819 NW Loop 410, Suite 160, San Antonio, Texas. The San Antonio Campus occupies a facility of approximate 30,000 square feet.

Prospective enrollees are encouraged to visit the physical facilities of the School and to discuss personal educational and occupational plans with School personnel prior to enrolling or signing enrollment agreements.

## MISSION STATEMENT:

National Career Education prepares students for career-focused employment by delivering relevant career training.

## OBJECTIVES:

1. To provide an educational environment that promotes the relationship between career preparation and employment opportunities.
2. To recruit and retain qualified instructors who are effective in the classroom and knowledgeable of current industry trends.
3. To graduate students who are prepared to enter their chosen career fields in entry level jobs.
4. To assist graduates in becoming gainfully employed in their chosen career fields.
5. To maintain an organizational model that is responsive to its constituents.

## **Accreditation, Approvals, & Memberships**

### **ACCREDITATION**

The School and its affiliated campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation and licensing materials are on display in the schools' lobbies. ACCSC is an accrediting agency that is recognized by the United States Department of Education (USDE).

Additional program information related to the School's tuition and program length is available through the Accrediting Commission of Career Schools and Colleges (ACCSC) located at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, telephone number (703) 247-4212.

### **APPROVALS**

National Career Education is licensed to operate as a non-degree granting private institution by the California Bureau for Private Postsecondary Education (BPPE) and to offer the courses described in this catalog pursuant to California Education Code known as the Private Postsecondary Education Act of 2009.

NCE and its affiliated campuses are eligible institutions, for students who qualify, to receive United States Department of Education Title IV Aid (Pell & SEOG) and for participation in the Federal Family Education Loan Program and Federal Direct Loan Program and other state financial aid program. Consumer information that is required to be disclosed to a student related to these applicable federal and state financial aid programs are more fully described in the Student Disclosures Section, under "Financial Aid – Consumer Information".

These schools are also eligible to provide training services under the Comprehensive Vocational Rehabilitation Act.

### **BPPE STUDENT CATALOG NOTICES**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, W. Sacramento, CA 95798-0818, <http://www.bppe.ca.gov>, 1-888-370-7589 or by fax at (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement with the School.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site <http://www.bppe.ca.gov>.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at National Career Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your area of study at National Career Education is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending National Career Education to determine if your diploma will transfer.

## **STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. The specific requirements of the STRF are as follows:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and, 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident or are not enrolled in a residency program or. 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **BANKRUPTCY**

NCE does not have, is not, has not, nor has it a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **STUDENT LOANS**

Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees, less the amount of any refund issued to student.

## **CLASS SIZE**

Classrooms are furnished with student chairs, tables and white boards. Traditional class size ranges from 15 to 30 students. NCE has classrooms to accommodate up to 45 students for classroom instruction. Medical computer labs are equipped to accommodate up to 25 students with one-to-one equipment to student ratio.



## **ACCSC Student Catalog Notice - ACCSC Student Complaint Procedure**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the School for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the School and may be obtained by contacting the Campus Director or online at [www.accsc.org](http://www.accsc.org).

### **MEMBERSHIPS**

The School or its staff and faculty members hold memberships in the following educational and professional organizations:

- Member, Rancho Cordova Chamber of Commerce
- Member, Cordova Community Corporation
- Member, Rotary Community Corporation

Documents describing the School's accreditation, approvals, and memberships are available for review by any interested party by contacting the office of the Campus Director.

### **DESCRIPTION OF EQUIPMENT USED IN THE SCHOOL'S PROGRAMS**

A description of the tools and equipment used in each of the School's programs of study is listed at Addendum B to this catalog located at page SDS 40.

## 2. ADMISSIONS INFORMATION

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National Career Education offers programs on a clock hour basis using the module system with class starts and admissions conducted throughout the year. Please see our Academic Start Dates Schedule in this catalog for the specific module starting dates.

### ADMISSION REQUIREMENTS

The admission procedure requires an exchange of information between the applicant and the School, which maintains a staff of admissions representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the admissions representative will discuss the School's educational programs in relation to the applicant's career preferences, training needs, and individual motivations.

To be considered for admission, the applicant must be a graduate of an accredited high school or possess a General Equivalency Diploma (GED). To demonstrate evidence of high school graduation or equivalency, the School must be provided with appropriate documentation. Applicants must present evidence of graduation from a high school that is state approved, accredited by a regional accrediting association, or accredited by CITA (Commission on International and Trans-Regional Accreditation).

For non-high school graduates, evidence of the GED equivalency must be submitted. An original diploma, an original GED certificate, or an official high school or GED transcript are examples of evidence of graduation. However, an applicant who is 19 or older and who does not possess a high school diploma or recognized equivalency may still be considered for admission provided the applicant's ability to benefit from the training offered has been confirmed by the applicant's receipt of an approved score on the Wonderlic Scholastic Level Exam (SLE). Note that an applicant admitted to the School without a high school diploma or GED equivalent documentation will not meet federal eligibility requirements for Title IV financial aid. Students that are still in high school at the time of application must also provide an official high school transcript upon completion of their senior year of high school and prior to enrollment.

To qualify for admission to National Career Education, an applicant must meet the following general requirements:

- Visit and tour the School.
- Complete a personal interview with a School admissions representative.
- Provide a valid high school diploma or GED equivalent documentation.
- Show a valid Social Security Card.
- Show a valid government issued photo identification card or driver's license.
- Complete an enrollment agreement and other required enrollment paperwork.
- Attend a financial aid interview and complete required financial aid paperwork;
- Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score of 12 (unless qualified to enter Three Weeks to Success Program\* see below) for all programs. If a minimum score is not achieved, two re-tests may be given using an alternate test form.

### Three Weeks to Success Program

If an applicant meets all admissions requirements with the exception of the Wonderlic SLE score, but scores within four points of the required threshold for admission into a program (or scores at least an 10), the applicant may be eligible for acceptance into the Three Weeks to Success Program. An applicant who scores less than a 10 of the Wonderlic SLE will not be eligible for admission or to participate in the Three Weeks to Success Program. This program provides skills remediation and an introduction to postsecondary education designed to prepare the student for entry into a program of study. Applicants accepted into this program must complete all assignments, including a final group project, and must maintain a 90% attendance rate. The program is provided at no cost to the student and no credit is earned toward any other program offered at NCE.

## LICENSING REQUIREMENTS

**Certified Phlebotomy Technician I (CPT1):** To be a phlebotomy technician in California a person must maintain a current and valid certification from the California Department of Public Health (DPH). Under Section 1242 of the California Business and Professions Code, the DPH is authorized to establish the education, training and experience needed for clinical laboratory personnel to include certification of phlebotomy technicians. Those DPH regulations are located at 17 California Code of Regulations Section 1034(a). In addition the DPH maintains a web site at <http://www.cdph.ca.gov/programs/LnC/Pages/LnC.aspx>. The certification requirements by the DPH are summarized below as follows:

An applicant can submit an application online. All required documentation such as official transcripts, verification of training and experience, certificate of completion of training course, two passport size photos, and state approved examination must be sent directly to Laboratory Field Services at the address below.

Attn: Phlebotomy Program  
CDPH- Laboratory Field Services  
850 Marina Bay Parkway, Bldg. P, 1st Floor  
Richmond, CA 94804-6403

To become a CPT I;

A person without any phlebotomy experience must meet the following;

- Have a minimum of a high school graduate equivalent or GED.
- Complete 40 hours phlebotomy class training from an approved school.
- Complete 40 hours phlebotomy practice that includes at least 50 venipunctures and 10 skin punctures.
- Pass an approved phlebotomy certification exam.
- Apply for certification, pay application fee.

A person with less than 1040 hours phlebotomy experience (half a year) must meet the following;

- Have a minimum of a high school graduate equivalent or GED.
- Complete 40 hours phlebotomy class training from an approved school.
- Document completion of at least 50 venipunctures and 10 skin punctures, on the job.
- Pass an approved phlebotomy certification exam.
- Apply for certification, pay application fee.

A person with more than 1040 hours phlebotomy experience (more than half a year) must meet the following;

- Have a minimum of a high school graduate equivalent or GED.
- Complete 20 hours phlebotomy class training from an approved school.
- Document completion of at least 50 venipunctures and 10 skin punctures, on the job.
- Pass an approved phlebotomy certification exam.
- Apply for certification, pay application fee.

### **Electrician Certification**

Existing law requires that persons performing work as electrician under a C-10 licensed contractor be certified pursuant to certification standards established by the Division of Labor Standards Enforcement. "Electricians" is defined as all persons who engage in the connection of electrical devices for licensed electrical contractors, specifically, all electricians who make connections of greater than 100 volt amps who work for C-10 contractors are required to be certified. The California Labor Code Section 108 authorizes the California Division of Labor Standards Enforcement to issue certification cards to electricians who have been certified pursuant to its rules and regulations. In order to be certified, an applicant must have the required experience, and pass a certification examination. Under Department of Industrial Relations Section 291.3 an applicant must provide proof of experience which may be done by showing:

- Successful completion of an apprenticeship program approved by the California Apprenticeship Council, the Federal Bureau of Apprenticeship Training, or a state apprenticeship council authorized by the Federal Bureau of Apprenticeship Training to approve apprenticeship programs, in the classification for which certification is sought; or
- On-the-job experience, as follows: General Electrician: 8000 hours of work for a C-10 electrical contractor installing, constructing or maintaining electrical systems covered by the National Electrical Code. The 8000 hours must consist of work in two or more of the areas, as per Chapter 2, Subchapter 4 of the California Apprenticeship Council, Section 291.1(Eligibility for Certification).

In addition the Division of Labor Standards Enforcement maintains a web site and FAQ page for electrician certification requirements at [http://www.dir.ca.gov/dlse/ecu/ECU\\_FAQ.htm#2](http://www.dir.ca.gov/dlse/ecu/ECU_FAQ.htm#2).

### **INTERVIEW and TOUR**

It is essential that the applicant visit the School for a personal interview to tour the facility and to discuss the selection of a program most suited to the applicant's needs and objectives. Admissions representatives are available for day and evening appointments. High school applicants should be accompanied by a parent or legal guardian.

### **RE-ADMISSION**

Students who have withdrawn from the School and who wish to be readmitted should contact the Director of Education to update their applications. Prior tuition balances and student loan status must be clear before re-admission application forms will be processed.

Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled.

Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, student services formerly offered, and curriculum changes.

### **FACTS FOR VETERANS**

Programs at NCE are approved for the training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-888- GIBILL-1. Applications can be completed on-line at [www.gibill.va.gov](http://www.gibill.va.gov). Please print out a copy of your application and bring it to the certifying official at NCE as far in advance of enrollment as possible.

### **ADVANCED STANDING**

NCE, upon a student's timely request, will conduct an evaluation of all previous education and training, and grant credit where NCE deems it appropriate. Previous educational experiences are recognized through examinations of skill and subject matter and/or evaluation of transcripts. This may result in a change of program completion time. No more than forty-nine percent (49%) of the total clock hours of credit, including 49 percent of the total required clock hours in the major study area, may be credited by advanced standing. All transfer, standardized testing, and proficiency testing must be completed prior to the end of the first module of attendance. VA students need to provide copies of all postsecondary transcripts to the School for evaluation. Copies of the transcripts and the evaluation will be kept in the student's VA file.

**Advanced Standing by Transfer Credit**

Credits earned at another accredited postsecondary institution will be assessed to determine which credits, if any, are applicable to the program in which the student is enrolling. The student must have earned a grade of "C" or better and an official transcript must be received from the previously attended institution. The course(s) must be comparable in level and content to subjects in the student's program at NCE. Credits earned seven or more years prior to enrollment will be evaluated on a course by course basis. Skills classes in which technology may have changed significantly in a short period of time may require additional testing as part of the credit evaluation. All requests for transfers of credit from another accredited postsecondary institution must be submitted by student to NCE within 30 days of the student's initial enrollment at the School in order to be considered.

**Advanced Standing by Proficiency Testing**

NCE does not offer proficiency testing for advanced standing.

**Credit for Nationally-Recognized Testing Programs**

NCE does not award credit for nationally-recognized testing program such as College-Level Examination Program (CLEP) General and Subject Examinations, DANTES Subject Standardized Tests (DSST), and Excelsior College Examinations (ECE). NCE programs are vocational in nature and do not fit the standard design of these examinations.

**TRANSFERABILITY OF CREDITS**

The School is an accredited institution that is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits and/or diploma earned at NCE is determined solely by the receiving institution. Students wishing to transfer credits and/or diploma should first consult with those institutions concerning acceptance. Accreditation alone does not guarantee credits and/or a diploma from NCE will transfer to a new institution. *The School cannot and does not guarantee credits and/or diploma earned at NCE will be accepted at any other school or institution.*

**ARTICULATION AGREEMENTS**

NCE is not currently party to any articulation agreement with any other institution, college, or university.

**CATALOG UPDATES**

NCE reserves the right to make changes to its catalog in accordance with the needs of its students or to be in compliance with requirements of the BPPE, ACCSC and the USDE.

**English as a Second Language**

NCE does not currently offer ESL classes (English as a Second Language). All instruction is provided in English.

**International Students**

NCE does not provide visa or other immigration services for students.

### 3. FINANCIAL INFORMATION

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#### **TUITION AND FEES**

A student's total tuition and fees for a given program are set forth in the Tuition and Fee Schedule accompanying this catalog and is made of part of this catalog. All tuition is due in full at registration unless alternate payment arrangements are made by student at the time of enrollment.

#### **GUARANTEED TUITION PRICING**

Students once enrolled will be guaranteed during the term of their enrollment the tuition rate and other institutional charges and fees then in effect as of the time of their initial class start date. Students who leave the School for any reason and later return will re-enter at the then current tuition rate and institutional fee charges then in effect as of the date of their re-entry. This Guaranteed Tuition Pricing does not apply to books and supplies which are sold to student at the prices then in effect as of the date of sale.

Please refer to the Tuition and Fees Schedule provided in this catalog for specific program tuition information.

#### **PAYMENT PLANS**

Tuition, fees, and book and supplies charges are due and payable in full at registration. Accepted methods of payment include cash, personal check, and credit card. All payment arrangements must be discussed with the Business Office prior to registration.

Arrangements may be made for students to pay the portion of charges not met by financial aid, scholarships, or other sources on an installment basis. No interest is charged by the School if payments are made as agreed. Late payment fees will apply.

Students who qualify for state or federal financial assistance programs are able to use certain loan and grant funds to meet their financial obligation to the School even though the aid may not yet have been disbursed to them or credited to their accounts. Students expecting to use government loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges to the School.

Working students who are eligible for company-sponsored tuition reimbursement should advise the Business Office.

#### **PAST DUE ACCOUNTS**

Any student who is delinquent in payments due to the School is subject to exclusion from School privileges including, but not limited to, continuing enrollment, attending class, receiving grade reports, awarding of course credit, issuing of transcripts, being graduated, issuance of diploma, and using career placement services. Student's accounts that are over ninety (90) days old may be referred to collection at the discretion of the School. Collection costs and attorneys' fees will be added by the School to any outstanding balance.

#### **SCHOLARSHIPS AND AWARDS**

##### **NCE Military Veteran Scholarship**

This scholarship provides up to a maximum of \$1,000.00 for veteran students enrolled in NCE's programs, as long as the veteran continues to meet all eligibility criteria. The scholarship is available to those students who have an unpaid tuition balance owed to the School after receipt of all eligible VA benefits and Title IV funds received by the student as payment towards the student's tuition and fees. The amount of a scholarship can vary depending on the student's balance of unpaid tuition after receipt of the student's VA benefits and Title IV funds. The scholarship can only be used as a credit up to any remaining unpaid balance and no unused amount of the scholarship is ever payable to the student.

**EXAMPLE:** An electrical student's tuition is \$12,000 and is eligible to receive up to a \$1,000 veteran scholarship. Student receives VA benefits and Title IV funding totaling \$11,250. Student has a remaining

unpaid balance owed to the School of \$750. Student receives a \$750 scholarship from the School to bring their unpaid balance to \$0. The student is not entitled to the difference between the \$750 scholarship received and the maximum \$1,000 scholarship amount.

NCE's Military Veteran Scholarship Program applies to all chapters of military benefits. NCE is eligible to accept on behalf of the veteran student. For example: NCE is eligible for "Chapter 31", and the student can attend NCE with this chapter of military benefits. However NCE is not enrolled to participate in the Tuition assistance and Yellow Ribbon programs, and would not be able to accept or enroll the veteran student under these military benefits.

#### **Eligibility Criteria:**

- Must have served on an active duty status in U.S. Armed Forces, including Army Reserve or National Guard when "Federally" activated, for a minimum of six continuous months for purposes other than training.
- Veteran must receive a separation from active duty under "honorable" or "uncharacterized" conditions. Period of qualifying service will be verified via a certified copy of the veteran's DD-214 form.
- Must maintain full-time academic enrollment status.
- Maintain Satisfactory Academic Progress per federal financial aid regulations and the policies of the School.
- Must submit a current year Free Application for Federal Student Aid (FAFSA) and complete all requested requirements in order to receive an IBT Financial Aid Scholarship Award Notice. In addition, a FAFSA must be submitted for each renewal year. Demonstrated financial need is NOT required for eligibility.
- Must be current on all financial obligations to NCE.
- Must graduate from the student's chosen program.

Please contact the Financial Aid Office for any questions or additional information.

#### **Cancellation and Refund Policy**

NCE has adopted the following as its institutional cancellation and refund policy:

Student (and, in the case of a student under legal age, her/his parent or guardian) has the right to cancel the student's enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The School shall refund any amount paid by Student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that Student no longer wishes to be bound by their enrollment agreement. Further, if Student has received federal student financial aid funds, Student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Additionally, students who have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three days, following either the regularly scheduled orientation procedures or following a tour of the school.



## STATE OF CALIFORNIA REFUND CALCULATION

### Student Withdrawal, Refund Policy, and Hypothetical Refund Example

Student has the right to withdraw from a course of study at any time and pay only for tuition reflective of the amount of time student was enrolled, in addition to registration fees, non-returned Books and Supplies fees, and other Institutional Charges. Student may withdraw by student's written notice to NCE or by student's conduct, including, but not limited to, student's lack of attendance. If student withdraws prior to completion of the course of study in which she/he is enrolled the School determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the course. Should the number of scheduled hours during student's enrollment in the course exceed sixty percent (60%) of the total hours in the course, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as specified on page one of student's enrollment agreement. If student withdraws from her/his course of study after the deadline for student's right to cancel student's enrollment agreement has passed *and* the student is entitled to a refund per the pro rata calculation mentioned above, the School will issue such refund to student, less a registration fee not to exceed \$250.00, within forty-five (45) days following student's withdrawal.

A hypothetical refund example according to the state pro rata policy is provided to student as follows: Assume a student, upon enrollment in a 840-hour course, pays \$13,604.00 for tuition, plus \$40.00 for registration, and \$800.00 for Books and Supplies, and \$7.00 for STRF as specified in an enrollment agreement for a Total Paid of \$14,451.00 and was scheduled 240 hours at the time of withdrawal, without returning the Books and Supplies obtained. The pro rata refund to the student would be \$13,949.00 based on the calculation stated below.

Total Paid	\$14,451.00	Total Hours in course	840
Less Registration (Not Refundable)	(\$40.00)	Scheduled Hours	240
Less Unreturned Books and Supplies	(\$800.00)	Remaining Hours	600
STRF	(\$7.00)		
Equals amount paid for instruction	$\$13,604.00 \div 840 \text{ Total Hours} \times 600 \text{ Remaining Hours} = \$9,717.14 \text{ Refund Amount}$		

In the event student receives a refund check and subsequently misplaces the refund check or otherwise requires a reissued refund check, School will reissue the refund check, less a \$50 reissue fee to cover the costs of processing a new check and canceling the initial check.

### Books and Supplies

The words "Books and Supplies" used in this catalog and in any enrollment agreement with a student includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issued to a student for student's participation in her/his course of study. A student must return to School any unopened/unused Books and Supplies within 30 days following the date of a student's notice of cancellation to School in order to receive credit on student's account for the returned items. If a student fails to return the Books and Supplies within this 30 day period, the School may charge a student for the Books and Supplies and, if applicable,



deduct it from any refund due to a student. The School shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which a student is required to return the Books and Supplies. Any used or opened Books and Supplies may not be returned for credit under any circumstances.

### **FINANCIAL ASSISTANCE**

All students are encouraged to meet with a Financial Aid Officer in order to determine financial aid qualifications. The Financial Aid Office administers federal financial aid and assists students receiving benefits such as those offered through Vocational Rehabilitation, the Workforce Investment Act, and other agencies. The office assists those students with calculated financial need, as determined by the U. S. Department of Education. The operation of the office is based upon the Department of Education's concept of "needs analysis," which expects a student and his/her family to meet educational expenses as completely as possible.

All students applying for financial aid are asked (and may be required) to submit copies of appropriate federal income tax returns to help ensure the accuracy of the information provided. Students classified by the Department of Education as "dependent" may also be required to submit copies of their parents' federal income tax returns. Important information about Financial Aid, eligibility requirements, student rights and responsibilities, student grants, types of loans and more are contained in NCE's Student Disclosures Section in this catalog under "Financial Aid – Consumer Information".

## **4. STUDENT SERVICES AND REGULATIONS**

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### **CAREER SERVICES DEPARTMENT**

The primary purpose of the Career Services Department is to help graduates obtain employment in their areas of specialization. Satisfactory completion of program course work by the student is the first step in the employment process. NCE, of course, cannot and does not guarantee employment or job placement, but NCE will provide job referral assistance to a student prior to and upon graduation. All students understand that poor attendance, poor grades and inability to provide NCE with the necessary requirements to assist a student in student's job search can impact a student's ability to obtain employment.

Candidates for graduation are required to complete a placement information form designed to assist the Career Services staff in matching graduates with possible career opportunities. Students are notified of employment opportunities as they arise, and placement assistance is available to all eligible graduates. The Career Services Department works to provide job leads and to assist the students in scheduling appropriate interviews.

The School is committed to helping graduates develop their career beyond that first job. The Career Services department is available to provide a review of the techniques of resume preparation, cover letter development, job applications, and interviews. Graduates are welcome to scan recent job announcements and job postings by visiting the Career Services Department.

### **SCHOOL GRADUATE EMPLOYMENT GIFT**

Upon the completion of their program of instruction every graduate of the School becomes eligible to receive that School's Graduate Employment Gift. The Gift is a \$100 check. In order to receive their Gift, the graduate needs to provide to the Career Services Department a copy of their paystubs showing at least 30 days of consecutive employment with their current employer along with salary information. The graduate's employment position must be career related to the graduate's completed program of instruction at the School. The check will be issued to the graduate two weeks after the date of their employment verification by the Career Services Department.

### **ADVISING SERVICES**

Advising services are available to assist students in resolving educational, career, and vocational issues. The Director of Education can help students plan their educational program. The Director of Career Services can assist students with vocational and career issues. The Campus Director and the Director of Education maintain a list of referral agencies for use in the event that a student requires other types of advising/counseling.

### **ORIENTATION**

The School provides an orientation program for all new students. The orientation acquaints new students with the faculty, administrators, and academic life at the School. An agenda is prepared that provides the opportunity for counseling on academic matters, registering for classes, purchasing textbooks and materials, receiving student identification cards, and having any questions addressed. All new students are required to participate in orientation.

### **TUTORIAL ASSISTANCE**

The School provides assistance for students experiencing academic difficulties. Faculty will make every effort to identify students in need of assistance. Students are urged to take the initiative in seeking out-of-class help and to discuss their difficulties and seek help from their instructors. Tutors are available to work with students on an "as needed" basis at no charge to the student.

### **HOURS OF OPERATION**

The School is open from 7:45 a.m. to 10:30 p.m. on Monday through Thursday, from 8:00 a.m. to 5:00 p.m. on Fridays. School facilities and equipment are available for student use at posted times.

### **ID CARDS**

All students, staff, and faculty are issued an ID Badge. This badge must be visibly worn when inside the School.

The first badge is issued at no charge. The cost for issuing additional ID badges is \$5.00 each.

## **PUBLICATIONS AND ANNOUNCEMENTS**

Announcements and updates are posted on the bulletin boards throughout the corridors, classrooms, and student lounge.

## **LIBRARY RESOURCE CENTER**

The Library Resource Center (LRC) offers reference sources and a collection of books and materials related to curricula. The primary function is to provide students with the materials that may be used for study. Any registered student in regular attendance may utilize the library and its resources.

The LRC at NCE is housed in approximately a 1,064 square foot area. The number of library holdings is updated as needed to accommodate curriculum changes. These materials provide the students with additional resources. In the LRC the students has access to the Internet, McGraw Hill Connect and LIRN resource.

## **BOOKSTORE**

The bookstore stocks selected supplies and course materials. The hours of operation of the bookstore are posted and announced at registration. The bookstore is open at other times as needed. Books and supplies are available for purchase at the campus bookstore and are in addition to tuition and fees. Costs will vary by program and are specified in the Tuition and Fees Schedule supplementing this catalog. Textbooks and supplies purchased by the student become the property of the student. The bookstore is offered as a convenient service to students. Students are not required to purchase their books or supplies at the bookstore or from the School.

## **HOUSING**

As most students reside within commuting distance, NCE does not maintain dormitory facilities. However, students desiring information on local housing accommodations should contact the Admissions Department. There is availability of housing reasonably nearby NCE (within a 2 to 20 mile radius from NCE's campus) that ranges from \$580 to \$1799 per month for rent and or houses for sale reasonably nearby NCE (within a 2 to 20 mile radius from NCE's campus) that range from \$76,500 to \$639,000. NCE has no responsibility to find or assist a student in finding housing for rent or to buy a house. However, students desiring to rent or buy a house near NCE's campus should contact the City of Rancho Cordova at (916) 851-8784  
<http://www.cityofranhocordova.org/Index.aspx?page=30#housing>.

## **CAMPUS VISITORS**

Visitors to the School must check in at the reception desk upon arrival. Students are invited to have their parents, relatives, or friends tour the campus. If visitors have questions, they are welcome to meet with the staff.

## **CHILDREN ON CAMPUS**

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the School policy and ask him/her to remove the child from the classroom. If a child is left unattended, the Campus Director or other administrator should be notified. The parent will then be located and requested to comply with the policy. The School assumes no liability for injuries incurred by minors while on campus.

## **CARE OF FACILITIES**

Smoking, eating, and drinking are prohibited in the classrooms and hallways of the School. NCE provides a student lounge for eating and drinking and an outside area for smoking. The campus maintains a smoke-free environment.

## **CAMPUS HEALTH SERVICES AND SCHOOL VACCINATION POLICY**

The School does not have onsite health services available at the campus. However, there are local hospitals, clinics, and physicians in the vicinity of the School. NCE does not have a required vaccination policy for enrollment

as a student at the School. However, applicants or students with communicable diseases may be prohibited from registering for classes where health records indicate that a student's attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations are encouraged to inform their instructors before they start a program at the School and to keep their instructors informed if their status changes. The School seeks to assist students who have special health problems or limitations in the attainment of their educational goals.

In the event of accident or illness on campus, the Campus Director should be notified immediately. First Aid will be provided by School personnel in accordance with their capabilities. A first aid kit is located at the reception desk. Students who become ill, are injured, or develop health problems requiring professional attention are referred to the emergency room of the hospital or to a local physician in accordance with instructions given by the student or the student's family. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital or an appropriate emergency medical resource may be called.

### **EMERGENCY INFORMATION**

In the event of a fire or other disaster that requires evacuation of the School, students should vacate the building in an orderly fashion and gather at the designated locations so that instructors may take attendance. Re-entry into the building is allowed only when the all-clear signal has been given. Students will find evacuation routes posted in each classroom.

### **SCHOOL CLOSINGS**

When inclement weather causes the possible delay or closing of the School, this information will be announced on local radio and TV stations after 6:00 a.m. for day classes, and after 3:00 p.m. for evening classes. Closings for day and evening classes will be announced separately. When school closings are excessive, make-up classes may be required.

### **ADDRESS/PHONE NUMBER CHANGES**

Students should report any change in home address, phone number or email address promptly to the School Business Office.

### **LOSS OF PERSONAL PROPERTY**

The School does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the receptionist any articles found so that the owner may claim them.

### **ELECTRONIC DEVICE POLICY**

Because of proprietary and regulatory compliance issues, electronic recording devices may be used only with permission from the instructor.

### **INTERNET POLICY**

Because the Internet contains an unregulated collection of resources, the School cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, usage of the School's on-line resources constitutes an agreement between the user and the School that a student agrees to not hold the School responsible for materials acquired by the student on the system, for violations of copyright by a student, users' mistakes, or negligence, or any costs incurred by users.

### **ADMINISTRATIVE PEROGATIVES**

The School reserves the right at any time to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or to withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable and consistent with appropriate approvals or notification of its accrediting and approving agencies, and to withdraw or re-sequence subjects, courses, and programs based on enrollment.

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy

Act of 1974. See the Student Disclosures Section of this catalog for a student's rights under FERPA.

### **EQUAL EDUCATIONAL OPPORTUNITY**

See the Student Disclosures Section of this catalog for the School's Equal Educational Opportunity Policy

### **STUDENT CONDUCT**

The academic and student conduct policies, including the Classroom and Discipline Policies, Students Right to Know, and Student Consumer Information are contained in the Student Disclosures Section of this catalog.

### **CAMPUS SECURITY**

NCE provides a safe and secure academic environment for all students, staff, and faculty. Any criminal activity within campus grounds is reported directly to the Campus Director. The Campus Director will then notify the proper authorities as necessary. Since the School's campus is located within city boundaries, the local police department is responsible for patrolling on a regular basis. Campus buildings are secured nightly following completion of classes. Parking is available in lighted areas.

### **ACADEMIC RESOURCES, POLICIES, AND PROCEDURES**

This catalog is an official publication of NCE and is subject to revision at any time. NCE reserves the right to change, withdraw, or supplement this catalog as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the School catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.

### **CLASS SCHEDULE**

The class schedule is based on the student's selected program scheduled. The School offers its programs through both day and evening classes. Program lengths may vary for students enrolled in some programs and in evening classes. Students must complete all courses as required in their programs of study. Students who fail courses or interrupt their studies will need to complete required courses as they become available.

Day classes are conducted Monday through Thursday from 8:00 AM to 1:00 PM. Individual schedules may vary by program. Evening classes are generally scheduled four evenings per week, Monday through Thursday, between 5:30 p.m. and 10:30 p.m. Individual schedules may vary by program.

### **EXTERNSHIPS AND INTERNSHIPS**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship or at an onsite School internship. Students entering an externship or internship must make arrangements to be available at the times required by their site's educational coordinator or instructor. Student understands that all externships and internships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of Student to secure transportation. Student understands that Student is never an employee of the externship site or of the School at any time. Student further understands that both an externship and internship are provided solely for the benefit of Student as a part of their Course of Study in order for Student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship and internship as a hands-on classroom setting, to attend all required externship and internship hours, and to abide by the rules and regulations of the externship and internship site. Hours at externship and internship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship or internship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. Student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in Student completing their externship and finishing their Course of Study. Student understands that the School does not guarantee that Student will obtain or be entitled to any job position at the externship site where the Student had their externship.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for

declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, obtain their state or other required licensing or jeopardize their continuing enrollment at the School.

### **SCHEDULE CHANGES**

The drop/add period is the time frame in which students may make adjustments to their schedules without being penalized academically. The drop/add period is generally the first seven class (business days in which classes are held..

### **PROGRAM CHANGES**

Permission must be obtained from the Director of Education for a change in program of study or schedule.

### **WITHDRAWAL PROCEDURE**

To withdraw from an individual course or all courses, students are requested to contact the Director of Education to obtain the necessary forms and procedures for official withdrawal.

Students who leave the School either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished module. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a module and completes his or her courses prior to deployment, then the tuition for that module will not be refunded, the credits will be earned, and the student's Satisfactory Academic Process will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future modules. Deployed students who choose to return to the School following completion of the deployment can re-apply as returning students.

In all cases, the military student must provide evidence, such as a copy of official orders, and/ or a letter from a superior, to document the activation and/or deployment.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary break in a student's attendance in which the student is still considered to be continuously enrolled. No additional charges are assessed for a student on an authorized a Leave of Absence. A student must make a LOA request in writing in advance of the LOA start date unless unforeseen circumstances prevent the student's timely request. If the student's leave request is not within the time frame of the consecutive days of absence policy, the student's enrollment will be terminated instead. The length of the LOA in total days is limited to one half the program length in any calendar year.

Multiple leaves can occur provided the total days of leave do not exceed this standard. The student must:

- Sign the leave request.

- Specify a return date.

- Attest to understanding the procedures and implications for completing their program.

An approved LOA can be extended for an additional time period provided the total hours of leave do not exceed one half the program length. Any course being "attempted" (and with attendance) will be used in the Maximum Time Frame calculation. Students who do not return within one (1) day of their scheduled return date will be considered to have withdrawn from the School.

### **ATTENDANCE POLICY**

The School is committed to the principle that class attendance is an essential part of its educational programs and in its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class.

All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal. Externship and clinic courses and programs which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed as detailed below.

It is the policy of the School to allow students to complete make-up hours prior to the end of the module in which time is missed. For example, if a student misses 15 hours of an 80 hour module, the student may make up 7 hours to achieve 72 hours of the 80 hours of class time in the module (90%). Students missing scheduled class time are not eligible for perfect attendance awards. Make-up times will be provided by the instructors. A student will be required to repeat any course in which absences, including the time tallied for tardies and early departures, exceed 10% of the scheduled participation hours

### **Attendance Probation**

If the 10% rule is violated, a student will be placed in Attendance Probation Status for the next course, receive an Attendance Probation Notice, and be required to meet with the Director of Education who will monitor attendance for compliance. Failure to improve attendance to meet the standard could result in termination.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student's record. There are no leaves of absence.

If a student is absent from all classes for 10 or more calendar days, the student will be withdrawn from the School. If a new or returning student does not post attendance during the first 3 days of a new module, the student may be withdrawn from the School.

### **CLOCK HOUR PROGRAMS**

Students are expected to attend all classes and to be in class at the appropriate times. The licensing boards that govern some of these programs may require that all missed class time be made up and may impose limits on the number of hours that may be missed and subsequently made up. Make-up work is scheduled by the instructor and attendance is monitored and recorded. Any make-up work that is allowed must be completed prior to the end of the term in which the class is taken. The instructor of each class will notify students of the specific attendance policy at the beginning of the course. Students who miss classes may delay the disbursement of their aid whose disbursements are based on the students' attendance.

### **MAKE-UP WORK**

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student's record. All tests must be taken when scheduled. If you are absent: You will not be allowed to make up any test or quiz unless prior arrangements have been made. If a student can provide an excused absence (Doctor's excuse, Jury Duty notice, DES appointment, etc.) no points will be deducted. Homework should be turned in daily or at the instructor's discretion. Assignments turned in late will have a decrease in value reflected on the participation grade at the instructor's discretion.



## GRADING SYSTEM

Grades are one measure of a student's ability to meet employment standards in the field for which he/she is preparing. Upon the completion of each module, the student is given a letter grade in each class based upon written examinations and practical exercises. A 2.0 (C) Cumulative Grade Point Average (CGPA) is required for graduation. Class participation, homework, tests, projects, attendance, and final examinations are considered in arriving at final grades. Students demonstrating unsatisfactory work at the mid-point of a module are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each course. Students with questions about grades should contact their instructor immediately upon receiving the grade.

Grade Point	Letter Grade	Percentage
4.0	A	90% - 100%
3.0	B	80% - 89%
2.0	C	70% - 79%
1.0	D	60% - 69%
0.0	F	59% or Below 50%/Fail
	P	Pass
	CR	Credit
	I	Incomplete
	W	Withdrawal

Individual courses maybe repeated, with approval, only once to obtain a passing score

A student who is making satisfactory progress but for valid reason is unable to complete the module's work could request to have an additional two weeks to do so, and is given a grade of Incomplete (I). This arrangement is at the discretion of the instructor, Director of Education, or Campus Director. The student must have successfully completed a minimum of 75 percent of the class work assigned. If the student does not complete the outstanding work within the time period allotted, they will receive the grade earned. The letter grade achieved will be computed as credit hours completed.

If a student withdraws from a course within two weeks of the start of that course, that course and all other courses in that terms will be assigned a grade of W. Withdrawals during the first week of the term will not appear on the student's transcript. W grades are not computed in the student's grade point average but are counted as courses attempted for purposes of calculating maximum time frame.

The CR grade is assigned when credit is granted by transfer from other institutions. Class participation, homework, tests, projects, attendance, and final examinations are considered in arriving at final grades. See Standards of Satisfactory Academic Progress for additional information on grading.

### Clock Hour to Credit Hour Conversion

All of the School's programs in this catalog are identified as Clock Hour programs by the USDE. In identification of clock hours used to calculate semester credit hours awarded in completion of the courses within a program, the standard Carnegie scale (15 lecture hours = 1 semester credit hour, 30 lab hours = 1 semester credit hour, and 45 externship/clinic/practicum hour = 1 semester credit hour) is used in determination of the Instructional Clock Hours: within the program. For Title IV purposes, the School will use the "Total Clock Hours" identified as the Instructional Clock Hours + required supplemental/outside (Study/Prep/Review) hours identified in the class(es). A clock hour is defined as 50 minutes of instruction within a 60 minute period.



## **GRADUATION REQUIREMENTS**

Candidates for graduation must:

- Complete successfully all courses and credits required for the diploma or certificate program
- Earn a cumulative overall grade point average of at least 2.0 (CGPA) **STOPSTOPSTOP**
- Complete 90% of each course or module scheduled hours of attendance
- Complete all competency and skill performance testing required for the program including any externship
- Attend any required graduation meeting(s) and seminars
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Career Services office and submit an approved resume, cover letter, and three references together with career portfolio
- Be free of all indebtedness to the School

### **Externship for Medical Programs**

The externship program for all medical programs consists of 160 hours or approximately eight (8) weeks in a doctor's office, hospital, clinic or other appropriate location. During the externship phase of the program, both the student and the appropriate professional in the medical business community will be required to provide regular progress reports on forms provided by the School. Students will be expected to accept the externship position and location arranged by the School, unless they wish to arrange their own externship site. In the latter event, the School must approve such externship site. Graduation will occur only after satisfactory completion of the externship program. A student may be terminated from an externship site because of violation of the externship site's rules and regulations, procedures, and policies; or because of unacceptable student absences or sub-marginal work ethic.

### **Refresher Courses**

Graduates have the opportunity to retake any course they have completed, provided there is space available, and with the approval of the Director of Education and instructor at no charge, except for books and supplies. Graduates are subject to school rules and regulations at all times. A written request for a refresher course should be submitted to the Director of Education at least thirty (30) days prior to the beginning of the desired course. The School's technical and medical course curriculum is constantly updated to reflect the changes in industry. Graduates are encouraged to return to the school to take updated modules in their field of study when space is available. The costs of books and supplies are the responsibility of the student.

### **Transcripts**

A full and complete record of every course for which a student registers is maintained on a secure, computerized student records system that is backed up systematically. The record of all credits attempted and earned is posted to this record concurrent with the issuance of grade reports to students. Student financial aid and academic files are maintained for a minimum of 5 years. Student transcripts are retained indefinitely. One unofficial transcript will be provided to the student at no charge, upon request. Official transcripts provided to any institution or agency designated by the student will incur a charge of \$10.00 each. Students who have not satisfied their financial obligations to the School are not eligible to receive or request transcripts. A written authorization by the student is required for the School to release an official transcript.

### **Diploma**

Upon satisfactory completion of course requirements and payment of all tuition and fees for a student's program, the School will issue a diploma certifying program completion.

## GRADE POINT-AVERAGE

The grade-point average (GPA) is computed by multiplying the quality point equivalent for each grade by the semester credit hours given for that course, adding the products, and then dividing the sum by the credit hours attempted during the term. Note the following example of determining a grade-point average:

Course	Credit Hours			Quality Points		Product
	Attempted	Grade				
Course 1	3	A	x	4	=	12
Course 2	3	B	x	3	=	9
Course 3	3	F	x	0	=	0
Course 4	3	C	x	2	=	6
<b>SUM OF PRODUCT</b>	<b>12</b>					<b>27</b>

$$\text{Grade Point Average (GPA)} = \frac{27.00}{12} = 2.25 \text{ GPA}$$

## GRADE CHALLENGES

Grades posted to transcripts must be challenged before the end of the first week of the module immediately following the module for which the grade was received.

Students have the right to contest grades assigned to them. Students who desire to contest a grade must follow this procedure outlined in the student grievance policy and procedure in the Student Disclosure Section.

## GRADE REPORTS

Grades are one measure of a student's ability to meet employment standards in the fields for which s/he is preparing. Reports showing the final grade earned in each course and grade point averages are issued to students upon completion of each module.

Students demonstrating unsatisfactory work at the mid-point of a module are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each course. Students with questions about grades should contact their instructor immediately upon receiving the grade.

## HONORS

**Dean's List:** Full-time students (12 or more credits) are recognized for Dean's List honors when they have earned a semester grade point average of 3.5 or higher.

**Honor's List:** Part-time students (11 or less credits) are recognized for Honor's List honors when they have earned a semester grade point average of 3.5 or higher.

Diploma graduates whose cumulative grade point averages meet the following criteria are graduated with the honors indicated:     4.0   With Distinction

**Attendance Honors:** Students who attend every class every day during a module will receive a perfect attendance award certificate.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students must meet the following standards of academic achievement and successful course completion while enrolled at NCE. NCE's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment. Each student enrolled at NCE must:

1. **Grades:** Maintain for each module of instruction an academic grade of C or better; and
2. **Attendance:** Maintain an attendance level of 90% or better for each module of instruction and not been absent six (6) or more consecutive class sessions during that module.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

### **Probation due to Poor Grades**

If a student at the end of a module does not receive at least a C- for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The grade received for the unsatisfactory module is recorded and the student must repeat that same module and meet Satisfactory Academic Progress requirements for the repeated module.

A student is not required to immediately repeat the unsatisfactory module, but may take another module in the student's program prior to repeating the unsatisfactory module. However, a student has a period of 18 weeks from the last day of instruction of the unsatisfactory module to take that same module over again and meet Satisfactory Academic Progress for the unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

**EXAMPLE:** if a student was attending Module A and received a grade of D for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A within 18 weeks from the last day of instruction of the student's unsatisfactory Module A.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module within the 18 week period then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

NCE will allow a student, while on probation for grades, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the unsatisfactory module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

### **Probation due to Poor Attendance**

Attendance is extremely important to the success of the student at NCE. If a student at the end of a module has not maintained an attendance level of at least 90% for that module or has been absent six (6) or more consecutive class sessions during that module, then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

A student is not required to immediately repeat the unsatisfactory module, but may take another module in the student's program prior to repeating the unsatisfactory module. However, a student has a period of 18 weeks from the last day of instruction of the unsatisfactory module to take that same module over again and meet Satisfactory Academic Progress for the unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

**EXAMPLE:** if a student was attending Module A and did not maintain at least 90% attendance for Module A, or was absent six (6) or more consecutive class sessions during Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A within 18 weeks from the last day of instruction of the student's unsatisfactory Module A.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module within the 18 week period then the student's enrollment will be terminated for their program and the student dismissed from the School.

NCE will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous "F" grade received from the unsatisfactory module will not be used in the calculation on the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the School Director. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

### **Satisfactory Academic Progress (SAP) "Appeal Process"**

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

### **Module Repeat**

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated

module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of NCE, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

### **Maximum Time Frame**

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

### **Financial Aid Warning**

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

### **Financial Aid Appeal/Probation**

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

### **Limit on Reinstatement Appeals**

Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

### **Other Policy Considerations**

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or School Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

### **Maximum Time Frame/Maximum Program Length**

A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Time Frame and still receive his or her original diploma, unless an appeal is made and upheld as described elsewhere in this section.

The Maximum Time Frame for programs measured in clock hours will vary, depending on a student's status as a full-time or part-time student. The Maximum Time Frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and, if applicable, for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the Maximum Time

Frame for programs measured in clock hours, take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week. Example:

48 Published Program Length x 1.5 Maximum Time Frame

72 Maximum Weeks permitted to Complete Program Clock Hours or

1200 Published Clock Hours

X1.5 Maximum Timeframe

1800 Maximum Clock Hours attempted permitted to complete the program

If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined below in this section.

## 6. PROGRAMS OF STUDY Diploma Programs:

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- Medical Assistant
- Optical/Optometric Assistant
- Lab Assistant, EKG Technician/Phlebotomist
- Electrician

All required program disclosure information regarding National Career Education programs is available online at <http://www.nceschool.com/>

## MEDICAL-ASSISTANT Diploma Program

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### **Vocational Objective:**

Upon successful completion of the Medical Assistant course, the graduate will be able to obtain an entry level position as a Medical Assistant, assisting the physician in medical office examinations; perform basic laboratory skills and procedures; perform back office procedures, such as, to record, monitor, and mount electrocardiograms, complete physical examinations, tray set-ups, injections, positioning and draping, and charting a patient's medical history. In the front office, the Medical Assistant will perform the administrative duties of the office including bookkeeping, record management, appointment scheduling, insurance, and medical practice management.

Job titles upon graduation will include Medical Assistant and front office personnel.

DOT CODE: 079.362-010

Course Requirements		Clock Hours
MA101	Module A	80
MA201	Module B	80
MA301	Module C	80
MA401	Module D	80
MA501	Module E	80
MA601	Module F	80
MA701	Module G	80
EXT801	Externship	160
Total Required for Graduation		<b>720</b>

### Day and Evening Classes

36 weeks

7 modules at 4 weeks/Module

5 hours/day (Monday-Thursday)

Externship at 8 weeks

Externship must be completed on a schedule set by the externship site, which is generally a day schedule.

### **Classroom Hours Breakdown:**

175 Hrs. Lecture

385 Hrs. Clinical/Lab

160 Hrs. Externship

**720 Total Clock Hrs.**

### **Program Length information:**

The program length in clock-hours for this program is 720. The maximum timeframe for this program is 1080 clock-hours. These clock hour figures apply to both full and part-time students.

The calendar limits are as follows:

**Full-time students** – normal program length is 36 weeks – maximum timeframe is 54 weeks.

**Part-time students** – NCE does not offer part time programs.



Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
	Module A-G any sequence					
MA101	Module A	None	25	55	0	80
MA201	Module B	None	25	55	0	80
MA301	Module C	None	25	55	0	80
MA401	Module D	None	25	55	0	80
MA501	Module E	None	25	55	0	80
MA601	Module F	None	25	55	0	80
MA701	Module G	None	25	55	0	80
EXT801	Externship	Module A-G	0	0	160	160
<b>TOTAL</b>			<b>175</b>	<b>385</b>	<b>160</b>	<b>720</b>

## Course Description

### Course Numbering System

Two or three letters followed by three numbers identify courses. The letters indicate the following subject areas:

**MA-Medical Assistant**

Course hours are identified within the course description.

All courses are generally offered during each academic year; however, not every subject is offered every term. (AA-BB-CC-E, DD) at the ending of each course description where AA is Lecture hours, BB is Lab hours, CC is Externship Hours, DD is Outside Hours, and E is Total Semester Credit Hours

### MEDICAL ASSISTANT (MA)

#### **MA101-Module A**

**80 Clock Hours**

Introductory course in medical law and ethics, pharmacology, administration of medication, and injection methods and techniques. Additional instruction is provided in anatomy and physiology; including cells, tissues, membrane and integumentary systems. Instruction in medical terminology and typing is included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite: NONE.

#### **MA201-Module B**

**80 Clock Hours**

Course provides instruction on basic medical techniques and procedures in medical asepsis, surgical tray set-up, instrument identification, visual acuity testing, positioning and draping, physical exams, and anatomy and physiology. Instruction in medical terminology and typing is included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite: NONE.

#### **MA301-Module C**

**80 Clock Hours**

Instruction is provided in medical office management; including appointment scheduling, telephone techniques, bookkeeping, accounting for payroll, petty cash, and disbursement journal. Additional instruction in anatomy and physiology is also provided. Instruction in medical terminology and typing is included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite: NONE.

#### **MA401-Module D**

**80 Clock Hours**

Core instruction for this module focuses on the cardiac system: cardiac cycle, vital signs, and electrocardiograph. Course also provides introductory instruction in pediatrics, pregnancy, and the reproductive system. Additional work in anatomy and physiology is provided. Instruction in medical terminology and typing is included. Prerequisite: NONE.

**MA501-Module E****80 Clock Hours**

Course of instruction introduces the student to medical insurance and billing and coding. Additional instruction in anatomy and physiology is provided. Instruction in medical terminology and typing is included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite: NONE.

**MA601-Module F****80 Clock Hours**

Laboratory safety, testing, inventory and supplies are covered in this course of instruction. Advance instruction in venipuncture and capillary puncture is provided. Additional instruction in anatomy and physiology is also provided. Instruction in medical terminology and typing is included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite: NONE.

**MA701-Module G****80 Clock Hours**

Course of instruction covers the urinary system, urinalysis, microscope, audiometer, Spirometer., first aid bandage. Additional instruction in human relations and human behavior, also HIPAA along with additional work in medical terminology and typing is provided. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Prerequisite: NONE.

**EXT801-EXTERNSHIP****160 Clock Hours**

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs performed their work under supervision of assigned personnel at site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship. *Prerequisites: MA 101, MA 201, MA 301, MA 401, MA 501, MA 601, MA 701. (0-0-160-3.5,16)*

**NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:** Externships are usually scheduled during morning and/or afternoon hours Monday through Friday. Students entering externships must make arrangements to be available at the times required by the externship site. All externships are performed without payment of compensation, and if travel is required, it is the responsibility of the student to secure transportation. Students at an externship site understand they are never employees of the externship site or of the School at any time. Student further understands that the externship is provided solely for the benefit of the student as a part of their program of study in order for a student to obtain the clinical and observational experience they need to apply for any state, municipal or other agency licensing/permit/examination and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field.

Externship hours are required to provide the student with actual experience in the field. Students are expected to treat the externship as if they were in a hands-on classroom setting. It is expected that the student will attend all required externship hours at the externship site. Externship hours at an externship site can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the externship site. Excessive absences from the externship may result in failure of the course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. A student is strongly advised to accept the assigned externship site provided by the School otherwise there may be a delay in the student completing their externship and finishing their program. Of course the School cannot guarantee that a student will be placed at a particular site desired by a student, nor does the School guarantee that a student will obtain or be entitled to any job position at the externship site where the student had their externship.

## OPTICAL/OPTOMETRIC ASSISTANT Diploma Program

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### Vocational Objective:

Upon successful completion of this program, the graduate will possess all the necessary skills to be an entry-level technician who can prepare eyeglasses to fill a doctor's prescription. Concepts of contact lenses will be introduced. This program provides the graduate with the knowledge and skills for a variety of entry-level positions assisting ophthalmologists, opticians, optometrists or other eye care professionals.

Job titles upon graduation will include Optical Assistant or Optometric Assistant.

DOT CODE: 716.382-018

Course Requirements		Clock Hours
OP101A	Module A	80
OP201A	Module B	80
OP301A	Module C	80
OP401A	Module D	80
OP501A	Module E	80
OP601A	Module F	80
OP701A	Module G	80
EXT801	Externship	160
Total Required for Graduation		<b>720</b>

### Day and Evening Classes

36 weeks

7 modules at 4 weeks/module

5 hours/day (Monday-Thursday)

Externship at 8 weeks

Externship must be completed on a schedule set by the externship site, which is generally a day schedule.

### Classroom Hours Breakdown:

175 Hrs. Lecture

385 Hrs. Clinical/Lab

160 Hrs. Externship

**720 Total Clock Hrs.**

### Program Length information:

The program length in clock-hours for this program is 720. The maximum timeframe for this program is 1080 clock-hours. These clock hour figures apply to both full and part-time students.

The calendar limits are as follows:

**Full-time students** – normal program length is 36 weeks – maximum timeframe is 54 weeks.

**Part-time students** – NCE does not offer part time programs.

## Course Description

### Course Numbering System

Two or three letters followed by three numbers identify courses. The letters indicate the following subject areas:

### OP-Optical/Optometric Assistant

Course hours are identified within the course description.

All courses are generally offered during each academic year; however, not every subject is offered every term. (AA-BB-CC-E, DD) at the ending of each course description where AA is Lecture hours, BB is Lab hours, CC is Externship Hours, DD is Outside Hours, and E is Total Semester Credit Hours

## OPTICAL/OPTOMETRIC ASSISTANT

### OP 101 Module A

**80 Clock Hours**

This course focuses on the primary part of the human eye and explains its function and common disorders. It also includes the theory of light, reflection and refraction as well as identifying various lens materials and their uses. Frame materials and their use are also discussed as well as making proper recommendations for lens styles according to people's lifestyle. Prerequisite: NONE.

### OP 201 Module B

**80 Clock Hours**

This course describes prisms and their use in relation to optics. Terms relating to Optical centration & interpupillary measurements are also discussed. Also include are the uses of ophthalmic equipment as well as ANSI standards for spectacles. Mathematic calculations related to Optics are also discussed. Manufacturing processes for spectacles are discussed & practiced as well. Prerequisite: NONE.

### OP301 Module C

**80 Clock Hours**

This course focuses on low vision aids as well as terminology related to dispensing and problem solving. Proper use of ophthalmic hand tools are also discussed and practiced as well as frame repairs and adjustments. Laws pertaining to the field of Optics are also discussed in this course. Also, proper telephone techniques as well as handling difficult patients are discussed. Prerequisite: NONE.

### OP401 Module D

**80 Clock Hours**

The physiology of the cornea is the focus of this course. The history and evolution of contact lenses are discussed. Also explained are the advantages and disadvantages of contact lenses. Terms relating to soft and hard contact lenses are discussed as well. Ophthalmic equipment used for contact lenses as well as proper care & cleaning of contact lenses are discussed and demonstrated. Prerequisite: NONE.

### OP501 Module E

**80 Clock Hours**

The science of perimetry and tonometry is discussed in this course. Terminology related to eye diseases are discussed and explained. Bookkeeping rules as well as basic computer functions related to appointment scheduling are discussed as well. Basic insurance types and coverage are defined and explained as well. Prerequisite: NONE.

### OP 601 Module F

**80 Clock Hours**

This course focuses on bookkeeping, payroll, appointment scheduling and payroll. Also explained are accounts payables and sales. Pharmacology law and low vision aids are discussed in this course as well. National Standards for the field of Optics are also discussed in this course. Prerequisite: NONE.

**OP701 Module G****80 Clock Hours**

The focus of this course includes knowledge of basic ophthalmic photography and iridology. Also covered in this course is basic knowledge of ocular pharmacology. Basic illuminations of the slit lamp and other prescreening devices for common eye diseases are discussed as well. An introduction to ocular medical procedures is also provided. In relation to this, knowledge on the use of ICD and CPT coding books for insurance billing is also covered.

Prerequisite: NONE.

**EXT801-EXTERNSHIP****160 Clock Hours**

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs performed their work under supervision of assigned personnel at site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship. Prerequisites: OPT 101, OPT 201, OPT 301, OPT 401, OPT 501, OPT 601, OPT 701.

***NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:***

Externships are usually scheduled during morning and/or afternoon hours Monday through Friday. Students entering externships must make arrangements to be available at the times required by the externship site. All externships are performed without payment of compensation, and if travel is required, it is the responsibility of the student to secure transportation. Students at an externship site understand they are never employees of the externship site or of the School at any time. Student further understands that the externship is provided solely for the benefit of the student as a part of their program of study in order for a student to obtain the clinical and observational experience they need to apply for any state, municipal or other agency licensing/permit/examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field.

Externship hours are required to provide the student with actual experience in the field. Students are expected to treat the externship as if they were in a hands-on classroom setting. It is expected that the student will attend all required externship hours at the externship site. Externship hours at an externship site can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the externship site. Excessive absences from the externship may result in failure of the course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. A student is strongly advised to accept the assigned externship site provided by the School otherwise there may be a delay in the student completing their externship and finishing their program. Of course the School cannot guarantee that a student will be placed at a particular site desired by a student, nor does the School guarantee that a student will obtain or be entitled to any job position at the externship site where the student had their externship.

## LAB ASSISTANT, EKG TECHNICIAN/PHLEBOTOMIST Diploma Program

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### **Vocational Objective:**

Upon completion of the Laboratory Assistant, EKG Technician/Phlebotomist course, the graduate will be able to obtain an entry level position as an EKG Technician/Lab Assistant or Phlebotomist, performing several laboratory procedures in hematology, bacteriology, urinalysis, electrocardiography, and phlebotomy. In addition, the student will be able to take vital signs. The graduate will have appropriate communication skills and be CPR certified.

Job titles upon graduation will include EKG Technician, Laboratory Assistant and Phlebotomist. DOT CODE: 078.687-010; 078.362-018; 079.364-022

Course Requirements		Clock Hours
LA101	Module A	80
LA201	Module B	80
LA301	Module C	80
LA401	Module D	80
LA501	Module E	80
LA601	Module F	80
LA701	Module G	80
EXT801	Externship	160
Total Required for Graduation		<b>720</b>

Day and Evening Classes 36 weeks

7 modules at 4 weeks/Module

5 hours/day (Monday-Thursday)

Externship at 8 weeks

Externship must be completed on a schedule set by the externship site, which is generally a day schedule.

### **Classroom Hours Breakdown:**

175 Hrs. Lecture

385 Hrs. Clinical/Lab

160 Hrs. Externship

**720 Total Clock Hrs.**

### **Program Length information:**

The program length in clock-hours for this program is 720. The maximum timeframe for this program is 1080 clock-hours. These clock hour figures apply to both full and part-time students. The calendar limits are as follows:

**Full-time students** – normal program length is 36 weeks – maximum timeframe is 54 weeks.

**Part-time students** – NCE does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module A-G any sequence						
LA101	Module A	None	25	55	0	80
LA201	Module B	None	25	55	0	80
LA301	Module C	None	25	55	0	80
LA401	Module D	None	25	55	0	80
LA501	Module E	None	25	55	0	80
LA601	Module F	None	25	55	0	80
LA701	Module G	None	25	55	0	80
EXT801	Externship	Module A-G	0	0	160	160
<b>TOTAL</b>			<b>175</b>	<b>385</b>	<b>160</b>	<b>720</b>

## Course Description

### Course Number System

Two or three letters followed by three numbers identify courses. The letters indicate the following subject areas:

#### LA-Lab Assistant, EKG Technician/Phlebotomist

Course hours are identified within the course description. All courses are generally offered during each academic year; however, not every subject is offered every term. (AA-BB-CC-E, DD) at the ending of each course description where AA is Lecture hours, BB is Lab hours, CC is Externship Hours, DD is Outside Hours, and E is Total Semester Credit Hours.

### LAB ASSISTANT, EKG TECHNICIAN/PHLEBOTOMIST

#### LA 101 Module A

**80 Clock Hours**

Course is designed as an introduction to phlebotomy. Related procedures, complications, and special considerations for Draws are discussed. Blood collection and venipuncture are also covered. Human relations and human behavior is covered as well. Prerequisite: NONE.

#### LA 201 Module B

**80 Clock Hours**

Laboratory techniques are covered to include safety, isolation, hand washing, lab equipment and glassware, specimen handling, quality assurance, medical asepsis, and microscopic procedures are discussed. Additional work is provided in blood collection and venipuncture. Prerequisite: NONE.

#### LA 301 Module C

**80 Clock Hours**

This module is a course in anatomy. Vital signs and CPR are also covered. Additional work is provided in blood collection and venipuncture. Prerequisite: NONE.

#### LA 401 Module D

**80 Clock Hours**

This course also provides an overview of the urinary system, urinalysis and microscopic procedures. Course provides instruction in chemistry as well. Additional work is provided in blood collection and venipuncture. Prerequisite: NONE.

#### LA 401 Module E

**80 Clock Hours**

Course is an introduction to blood cells and hematology, RBC & WBC hematology, and differential count of WBC. Coagulation Studies are also included in the course. Instruction is also provided in blood handling and medical law and ethics. Additional work is provided in blood collection and venipuncture. Prerequisite: NONE.

#### LA 501 Module F

**80 Clock Hours**

Course provides instruction in pharmacology, drug testing, microbiology and serology instruction. Additional work is provided in blood collection and venipuncture. Prerequisite: NONE.

**LA 601 Module G****80 Clock Hours**

This course focuses on the cardiovascular system, electrocardiography, arrhythmia interpretation, and specialized Cardiac procedures. Additional work is provided in blood collection and venipuncture. Prerequisite: NONE.

**\*EXT 801 Externship****160 Clock Hours**

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Timesheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program. Prerequisites: Student must complete LA 101, LA 201, LA 301, LA 401, LA 501, LA 601, and LA 701 to be eligible for participation in the externship class EXT 801.

***NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:***

Externships are usually scheduled during morning and/or afternoon hours Monday through Friday. Students entering externships must make arrangements to be available at the times required by the externship site. All externships are performed without payment of compensation, and if travel is required, it is the responsibility of the student to secure transportation. Students at an externship site understand they are never employees of the externship site or of the School at any time. Student further understands that the externship is provided solely for the benefit of the student as a part of their program of study in order for a student to obtain the clinical and observational experience they need to apply for any state, municipal or other agency licensing/permit/examination and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field.

Externship hours are required to provide the student with actual experience in the field. Students are expected to treat the externship as if they were in a hands-on classroom setting. It is expected that the student will attend all required externship hours at the externship site. Externship hours at an externship site can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the externship site. Excessive absences from the externship may result in failure of the course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. A student is strongly advised to accept the assigned externship site provided by the School otherwise there may be a delay in the student completing their externship and finishing their program. Of course the School cannot guarantee that a student will be placed at a particular site desired by a student, nor does the School guarantee that a student will obtain or be entitled to any job position at the externship site where the student had their externship.



## ELECTRICIAN Diploma Program

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### Vocational Objective:

Upon successful completion of this program, the graduate will be prepared with the necessary skills for entry-level employment as a residential, commercial or industrial electrician. At least half of this course shall be "hands on" with the student taking an active role in actually wiring of residential and commercial electrical installations. This course requires the use of hand tools for this program, these tools shall be provided for the student to keep by NCE.

DOT CODE: 829.684-022

Course Requirements	Clock Hours
ELC101 Introduction to Electrical Theory	120
ELC201 Introduction to NEC and Blueprint Reading	120
ELC301 Basic Residential Wiring Methods I	120
ELC401 Basic Residential Wiring Methods II	120
ELC501 Basic Commercial Wiring Methods Conduit Bending	120
ELC601 Basic Commercial & Motor Control Wiring II	120
ELC701 Solar Photovoltaic System Design & Implementation and Installation	120

**Total Hours Required for Graduation 840**

<u>Day Classes</u>	<u>Evening Classes</u>
42 weeks	42 weeks
7 modules at 6 weeks each	7 Modules at 6 weeks each
5 hours/day (M-Th)	5 hours/night (M-Th)

### HOURS BREAKDOWN:

420 Hrs. Lectures

420 Hrs. Lab

**840 Total Clock Hrs.**

This program is considered a clock-hour program for financial aid purposes. .

### Program Length information:

The program length in clock-hours for this program is 840. The maximum timeframe for this program is 1260 clock-hours. These clock hour figures apply to both full and part-time students. The calendar limits are as follows:

**Full-time students** – normal program length is 42 weeks – maximum timeframe is 63 weeks.

**Part-time students** – NCE does not offer part time programs.

Course Number	Course Title	Prerequisite	Classroom Contact Hours	Laboratory Contact Hours	Clinical Contact Hours	Total Contact Hours
Module 1-7 any sequence						
ELC101	Introduction to Electrical Theory	None	60	60	0	120
ELC201	Introduction to NEC and Blueprint	None	60	60	0	120
ELC301	Basic Residential Wiring Methods I	ELC101 & ELC201	60	60	0	120
ELC401	Basic Residential Wiring Methods II	ELC101 & ELC201	60	60	0	120
ELC501	Basic Commercial Wiring Methods Conduit Bending	ELC101 & ELC201	60	60	0	120
ELC601	Basic Commercial & Motor Control Wiring II	ELC101 & ELC201	60	60	0	120
ELC701	Solar Photo voltaic System Design and Implementation And Installation	ELC101 & ELC201	60	60	0	120
<b>TOTAL</b>			<b>420</b>	<b>420</b>	<b>0</b>	<b>840</b>

## COURSE DESCRIPTION

### Course Number System

Three letters followed by three numbers identify courses. The letters indicate the following subject area:

### ELECTRICIAN (ELC)

#### **ELC 101**

##### **Introduction to Electrical Theory**

**120 Clock Hours**

This course introduces the novice electrical student to basic electrical concepts. It establishes a thorough lecture and hands-on experimentation and learning, a student will learn about of electron theory, voltage, current (both AC and DC), resistance, inductance, capacitance and common units of electrical measurement. Basic circuit design, switching and troubleshooting will be learned in a laboratory setting. This course shall also include lectures on the principles of electrical generation, common circuit requirements, harmonics, power factor, ohms law, magnetism, mathematical concepts, load calculations and formulas will also be taught. Students will apply all information presented in a hands-on laboratory setting under instructor supervision.

Prerequisites: None.

#### **ELC 201**

##### **Introduction to NEC and Blue Print Reading**

**120 Clock Hours**

This course is designed to teach the student how to read, understand and use residential and commercial blueprints through the study of symbols and specifications associated with the electrical field. This course is an introduction to the National Electric Code. The student will be instructed on the history and evolution of electrical codes in United States. In addition to being an introduction to the proper use and implementation of the NEC, this course shall include the relationship of the NEC to local, state and federal codes. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: None.

#### **ELC 301 Basic Residential Wiring Methods I**

**120 Clock Hours**

This course teaches the students about the process of how they will wire a single family residence from issue of permit to final inspection. The students will do a variety of hands on wiring projects which they will do as working electrical helpers following graduation. This course focuses on the use of hand tools, power tools, and basic installation techniques. This course is the starting point for hands on residential installations. It gives the electrical student a practical manipulative introduction to the use of the National Electrical Code requirements for

residential wiring as well as understanding the role of inspection at the local levels. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201.

#### **ELC 401 Basic Residential**

##### **Wiring Methods II**

**120 Clock Hours**

This course will continue building the student's knowledge and practical skills associated with basic residential wiring methods. It includes underground and overhead electrical service installations, lighting design as well as wiring for heating and air conditioning systems. In this course the student shall be introduced to troubleshooting residential electrical faults. Additionally, this course shall discuss structured media systems as well as introduce the student to "smart house" technology. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201.

#### **ELC 501**

##### **Basic Commercial Wiring Methods Conduit Bending**

**120 Clock Hours**

This course gives the student an introduction to commercial wiring methods. The course will teach the student to read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder and branch circuit requirements. It provides hands on skills that the student shall need in the field to properly bend and install conduit and associated electrical equipment. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201

#### **ELC 601 Intermediate**

##### **Basic Commercial & Motor Control Wiring II**

**120 Clock Hours**

This course introduces the student to three phase electrical distribution systems. It shall include intermediate principles and concepts commonly used by electricians using calculations, hands on hook up techniques and code requirements for properly installing transformers and motors. It also establishes the principles of proper maintenance and troubleshooting. This course also teaches the student about A.C. and D.C., single phase and three phase motor operation with emphasis on operational theory, design, sizing, characteristics and code requirements. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Prerequisites: ELC 101 and ELC 201

#### **ELC 701: Solar Photovoltaic System Design and Implementation**

**120 Clock Hours**

Student will be introduced to photovoltaic principles and electrical load analysis. Students will learn the collection, storage, and utility interactive systems and integrating photovoltaic into the buildings; maintenance and troubleshooting of systems as well as safety in installation procedures. Prerequisites: ELC 101 and ELC 201 (60-60-0-6, 150).

## 7. ORGANIZATION AND STRUCTURE

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### ORGANIZATION

NCE is a wholly owned school of the Institute for Business & Technology, Inc., a privately owned, California Corporation. The Institute for Business & Technology Inc. also owns and operates affiliated campuses in Santa Clara, California and San Antonio Texas. The Institute for Business & Technology, Inc. is a wholly owned subsidiary of Mikhail Education Corporation.

The address of the principal corporate office is 2400 Walsh Avenue, Santa Clara, CA 95051-1303 telephone number 408-727-1060, 1-800-548-8545, [www.ibtttech.com](http://www.ibtttech.com). The email address is [inquiries@ibtttech.com](mailto:inquiries@ibtttech.com).

The affairs of the Institution are managed by the governing board of the Institute for Business & Technology, Inc. and the Campus Director.

### Corporate Officers

The corporate officers of the Institute for Business & Technology, Inc. are:

Peter S. Mikhail, CEO and CFO  
Sally Mikhail Bemis, Chief Operating Officer  
Dennis Wood, Secretary

## 8. FACULTY AND STAFF DIRECTORY

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Sheryl Winter	Campus President
Dr. Charles Ware	Regional Director of Education
Christina Ferrand	Business Officer/Book Store
Marie Bland	Senior Career Services Coordinator/Externship Coordinator Coordinator
Mike Butler	IT
Maria Duenas	Regional Director of Financial Aid
Eric Espejo	Tuition Planning/Financial Aid Officer
Julie Hernandez	Tuition Planning/Financial Aid Officer
Shawn Tucker	Regional Director of Admissions
Juan Laffaye	Senior Admissions Representative
Kim Martin	Admissions Representative
Sheila Manley	Admissions Representative
Mark Patton	Admissions Representative
Carol Hurst	Sr. Administrative Assistant
Sammi Iulio	Administrative Assistant/Front Desk
Erik Juarez	Career Services Coordinator
Anne Conway	Associate Director of Education/Librarian/NHA Testing/GED Prep
Pearl Iulio	Registrar/Student Services
Dr. Hany Tawadrous	Allied health Program Director/MA Instructor
Rajendra Singh	Lab Assistant, EKG Technician/Phlebotomist Instructor/Skills Lab
Dr. Hanaa Guirguis	MA & Lab Program Chair/MA Instructor
Tiffany Gour	Lab Assistant, EKG Technician/Phlebotomist Instructor
NayChi Min	MA Instructor
Michael Jensen	OPT Instructor
George Huerta	Electrician Instructor
Joseph Stein	Electrician Instructor
Doug Mitchel	Electrician Instructor
Steve Ashe	Electrician Instructor
Gerald Batton	Electrician Instructor
Arthur Copeland	Electrician Instructor

## **9. STUDENT DISCLOSURES SECTION**

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### **School Policies**

This Student Disclosures Section contains those policies and procedures that students need to know and follow in order to successfully obtain the knowledge and training that they will be receiving in their program of study. This Section is a part of the NCE catalog and provides additional information to students on NCE school policies pertaining to their student enrollment including admissions, financial aid, and program and graduation requirements.

#### **Tardiness and Clock-In**

Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being “on-time” for class and appointments. Please be aware that class will begin whether you are there or not. If you arrive after your scheduled start time, you will be marked as tardy. If you are tardy, your clock hours will be rounded to the nearest quarter hour.

Tardy students may or may not be allowed into class at the discretion of the instructor or Campus Director. If you are going to be late, you need to contact the school staff. If you are allowed to arrive in late to class, when you arrive you must enter the class as quietly and discretely as possible so you do not disturb the instructor or your fellow students.

#### **Student Appearance**

Your dress and appearance must be in compliance with the following standards at all times:

1. Gender specific clothing is required at all times.
2. Clean hygiene (including use of deodorant and breath mints) is essential.

#### **Academic Achievement**

Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media and activities to enhance the learning process. If you have any questions regarding daily lessons, please talk with your instructor or the Campus Director.

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your assignments. Students who do not come prepared with the books and materials they need to fully participate in that day's lessons may be required to leave class until they return with the necessary books and equipment.

#### **Change in Status**

It is important that you notify the administrative office and your instructor of any changes in status, including your address, phone number, email address, emergency contact information, etc. The School needs to have your most current information on file.

# **Standards of Conduct**

## **Academic Misconduct Policy**

Students may be disciplined for acts of academic misconduct. These include, but are not limited to: cheating and plagiarism.

Cheating is defined as obtaining or attempting to obtain a better assessment or grade by any dishonest or deceptive means. It also includes aiding another to obtain credit for work or a better assessment or grade by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; allowing another to copy from one's test or examination; use of an assignment submitted in another class without the knowledge/permission of the current class instructor; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices without the consent of the instructor; allowing someone other than the officially enrolled student to provide work or answers on any assignment.

Plagiarism is a form of cheating and is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

A student must not adopt or reproduce ideas, opinions, words, theories, formulas, graphics, or pictures of another person without acknowledgment. A student must give credit to the originality of others and acknowledge whenever: directly quoting another person's actual words, whether oral or written; Using another person's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; or offering materials assembled or collected by others in the form of projects or collections.

Students who are accused of academic dishonesty have the right to due process. The full policy and procedure is available in this Student Disclosure Section.

## **STUDENT CODE OF CONDUCT**

The School seeks to provide the best educational environment for its students, faculty, and staff.

The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event.

Therefore, in furthering the educational aims of the School, rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at the School, s/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

These standards include, but are not limited to the following:

1. Display professional behavior at all times. The following behavior is not permitted: use of profanity and vulgarity, behavior that causes discord in the school, extreme and willful disruption of the School environment, physical altercations, aggressive arguments, physical abuse of another person, shouting or being discourteous to any staff member, guest or student. The School will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by the School.
2. Always treat School and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
3. Alcohol and drugs have no place at the School or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
4. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
5. Eating and drinking is not permitted in classrooms or in the labs. You may only eat and drink in the student lounge or outside of the building.
6. Headphones, personal radios, CD players and iPods are not permitted during class or while performing work on a lab floor.
7. Refrain from entering staff offices without a staff member present. Make sure you have permission to enter these areas.

The School provides postsecondary vocational education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible adult manner. We put the Standards of Conduct in place to address unprofessional behavior but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action against a student, as determined in the School's sole discretion, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and termination of enrollment.

## **Facilities**

**Student Break Room:** The student break room is available to all students during your lunch and break times only. You are expected to help keep it clean. Smoking is not permitted anywhere in the campus building or around the entrance door. Smoking is only allowed in designated areas outside of the campus. Please follow the guidelines for your campus as well as the city ordinances where your campus is located.

**Parking:** The School does not provide a designated parking space for each student. Therefore, you must abide by all of the parking rules and regulations of the School and the community in which your campus is located.



# Notice of Student Rights

## **STUDENT GRIEVANCE POLICY AND PROCEDURE**

The School's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members. The student should first attempt to resolve the situation with the person whose action is being questioned. Any questions or concerns regarding the School's enrollment agreement or the meaning, interpretation, and application of any of the provisions set forth in this catalog for any other reason, may be brought forth for resolution.

When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is being questioned. If that is not reasonably possible or if the student does not believe the matter has been resolved or won't be resolved by the person in question he or she may proceed utilizing the following steps:

**Step 1.** The student may file in writing with the Director of Education, within three working days of the incident, the following information:

1. A statement of the specifics involving the grievance.
2. The dates of the occurrence.
3. A listing of policies and procedures involved, if known.
4. The names of the individuals involved, if known.
5. The interpretation or remedy sought.

The Director of Education will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Director of Education within ten (10) working days of receipt of the student's grievance.

**Step 2.** If the grievance remains unresolved, it may be appealed within five working days of that=at decision to the Campus Director. The Campus Director may take whatever steps are deemed necessary to resolve the matter. The Campus Director or his/her representative will render a decision, which is final and binding upon all parties.

# **Financial Aid – Consumer Information**

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, NCE provides this Student Disclosures Schedule as means to disseminate required student consumer and “Right-To-Know” Act information. The School’s Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the School will be provided with access to the required financial aid forms and disclosures, this Student Disclosures Schedule and the School catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

## **Financial Aid Office**

The Financial Aid Office’s mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The School’s Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

## **Student Financing Options**

The School offers a variety of financing options and payment terms to help students finance their education. Financing options consist of federal grants and loans, institutional loans, and alternative loan programs with a variety of repayment options.

## **Primary Financing Options**

### **Cash Payment**

The Cash option allows students to either pay their program costs in full prior to the start date of the program or pay 10% upfront and the remaining balance under the terms of the School’s Institutional or Alternative Loan Programs. For more information refer to the Institutional and Alternative Loan Programs ask a school Financial Aid Representative.

Documents required for full Cash paying students are:

- Enrollment Agreement and Disclosure Statements

### **Employer/Agency Contract Billing Program**

Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran’s Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or VA representative. The authorization form, voucher or Military form must be submitted to the school’s Financial Aid Office prior to the first class session in order for the school’s Financial Aid Office to bill the employer or agency for the student’s program costs.

Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

## Financial Aid Programs

Financial aid consists of funding provided through federal and state governments and institutional sources to help cover educational expenses. This funding consists of grants and scholarships that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The school Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

**Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** available at most campus locations.

FSEOG is a need-based federal grant for undergraduate students and it does not require repayment. A student may inquire about the selection criteria for this grant at the school Financial Aid Office.

### William D. Ford Direct Loan Program

The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half-time in school.

**Direct Subsidized Stafford Loan:** The Direct Subsidized Stafford Loan is a need-based loan and has a fixed interest rate, which is paid by the government while students are in school at least half-time and during any periods of deferment. Repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

**Direct Unsubsidized Stafford Loan:** The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate is fixed and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Repayment begins six months after students graduate, leave school or drop below half-time status.

**Direct Parent Loans for Undergraduate Students (PLUS):** For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate is fixed and loan interest begins to accrue at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Documents required for students applying for any type of Federal Financial Aid are:

- Enrollment Agreement and Disclosure Statements
- Free Application for Federal Student Aid (FAFSA)
- Federal Student Loan Entrance Counseling
- Direct Loan Master Promissory Note
- Understanding Disbursements of Federal Financial Aid Funds
- Title IV Credit Balance Authorization
- Other Documents as Required

**Note:** Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

## **Admissions Disclosure Statement**

(Only for Recipients of Stafford Student Loans)

The School is required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution.

### **Institutional and Alternative Loan Programs**

If one of the primary financing options does not fully cover the student's program costs, the School offers institutional and alternative loan programs that can help bridge that financial gap. The School's institutional and alternative loan programs are convenient, affordable and easy to use. The first payment is due 30 days from the day the student begins school and the interest rate is fixed throughout the term of the note/contract. In addition, students may have their monthly payments automatically debited against a credit card or checking account.

Documents required for students participating in the Institutional Loan Program are:

- Enrollment Agreement and Disclosure Statements
- Student Loan Promissory Note and Disclosure Statement
- Credit Card Authorization Agreement (optional)

Documents required for students applying and participating in the Alternative Loan Program:

- Enrollment Agreement and Disclosure Statements
- Alternative Loan Application and Solicitation Disclosures
- Loan Approval Disclosure
- Alternative Loan Promissory Note
- Final Loan Disclosure
- Credit Card Authorization Agreement (optional)

## **Other Sources of Financial Assistance**

Students may choose to seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veterans Assistance, community groups, and private organizations that offer scholarships and special awards. Ask the School Financial Aid Representative for more information.

### **Corporate Reimbursement Programs**

An employed student may be eligible for tuition reimbursement through their employer's benefits program. Employer reimbursement amounts vary and are usually made payable directly to the student upon the student providing a program schedule, tuition invoice or receipt, and an official "passing" grade card to their employer. In turn, the student may use their reimbursement checks to make cash payments or pay off loans related to educational expenses.

Students who receive corporate reimbursement are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

### **Veterans Assistance and Loans (VA)**

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for

military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL-1 (1-888-442-4551).

### **AmeriCorps**

AmeriCorps provides full-time educational awards in return for community service work. To learn more, visit [www.americoprps.gov](http://www.americoprps.gov) or call 1-800-942-2677.

### **The Division of Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact a local Division of Vocational Rehabilitation.

### **Workforce Investment Act (WIA)**

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor.

### **State Grants and Scholarships**

Many states provide grants and scholarship programs to promote post-secondary education. To find out which grants and scholarships are available, ask the school's Financial Aid Representative.

### **Community Organization Funds**

Many charities and community, civic and religious organizations offer grant and scholarship opportunities that can help students finance their education if they meet specific eligibility requirements. Students can inquire with local community organizations to find out what is available and how they can qualify.

### **Private Organizations**

Students may seek financial support through donations and scholarships from private clubs, businesses and ethnic organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

## **Financial Aid Process and Information**

### **Applying for Financial Aid**

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website <https://studentloans.gov>:

1. Apply and obtain a federal student aid PIN
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. Complete a Federal Student Loan Entrance Counseling Session
4. Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the School's Financial Aid Office.

### **Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

### **Student Eligibility for Financial Aid**

The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

Federal eligibility requirements to apply for Financial Aid include:

- Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other than temporary purposes.
- Having a valid social security number.
- Having a valid form of identification.
- Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- Having a high school diploma, GED or equivalent.
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Being enrolled or accepted for enrollment as a regular student in an eligible program.
- Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- Not having previously received a Bachelor's degree for Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Pell Programs.

**Note:** For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

### **Submitting the FAFSA**

Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education's Central Processing System (CPS). An estimated family contribution (EFC) will be calculated using a formula approved by Congress, which is based on the student's (and/or spouse or

parent's) income and asset information. The student's EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain cases, verification of information submitted may be required. If the student's FAFSA is selected by the Department of Education's CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

### Determining Financial Need

The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

Here's how it works:

*Cost of Attendance (COA)- tuition, fees, books, supplies, room & board, transportation, & miscellaneous personal expenses*

*minus - The student's expected family contribution (EFC)*

*equals = The student's financial need*

Each school and each program within the school has a different student expense budget. This will depend upon the tuition, course length, books, fees, supplies, etc. To illustrate how student budgets are determined, refer to the following sample chart provided by the California Student Aid Commission for 2011-2012 award year using an adequate standard of living for various conditions. Actual tuition, books, fees, and supplies for a program in which the student enrolls can be obtained from the school's Financial Aid Office.

### Sample Student Expense Budget

*Based on 6 months/26 weeks of instructional time*

	Student Expense Budgets (With Parents)	Student Expense Budgets (Without Parent or Off Campus)
Room & Board	\$2,898	\$7,242
Personal Expenses	\$2,076	\$1,902
Transportation	\$714	\$804

Note: These amounts are used in the determination of a student's need only. The need calculation estimates total living costs for an academic year. This amount does not represent the amount a student will need to pay the school or the amount of Financial Aid that can be awarded to a student.

### Verifying FAFSA Information

A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of Education. If a student's application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- Adjusted gross income (AGI) for the base year
- U.S. income taxes paid for the base year
- Number of family members in the household

- Number of family members attending postsecondary education as at least half-time students
- Any child support received
- Any food stamps received
- Other untaxed income and benefits

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

### Receiving an Award Notification

After careful evaluation of a student's Financial Aid application, the student's eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student's estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school's Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledge receipt of the Award Letter.

### Maintaining Regular Enrollment Status and Satisfactory Academic Progress

After the student's eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student's (a) enrollment status and (b) ability to meeting satisfactory academic progress:

- A. Maintaining Enrollment Status
  - To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
  - To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
  - The amount of certain federal grants and loans may be adjusted or prorated, depending on the student's enrollment status. The School must administer federal aid in accordance with federal regulations.
  - A student's financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
  - A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.
- B. Meeting Satisfactory Academic Progress
  - A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check academic progress throughout the course of the student's program of study. Therefore, an eligible student applying for Financial Aid must maintain the School's standards of academic progress in order to be eligible to receive Financial Aid funds.

### Disbursing Financial Aid Funds

Financial Aid is disbursed in increments throughout the student's payment periods or period of enrollment. A payment period is the length of time the student takes to earn a specific number of hours of attendance in school. Upon a student meeting eligibility, a student's Financial Aid funds are disbursed at the beginning of each payment period. The following is an example of how funds are scheduled to disburse for an eligible student in a 1600-hour program:

*Academic Grade Level Year 1 (900 Hours)*

*Academic Grade Level Year 2 (700 Hours)*

<i>Payment Period 1</i>	<i>Payment Period 2</i>	<i>Payment Period 3</i>	<i>Payment Period 4</i>



<b>450 hours</b>	<b>450 hours</b>	<b>350 hours</b>	<b>350 hours</b>
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### **Receiving a Disbursement Notification**

The School must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the student's account by issuing a Disbursement Notification. The student (or parent) will be notified by the School no earlier than 30 days before and no later than 30 days after crediting funds to the student's account. The Disbursement Notification will include (a) the anticipated disbursement date, (b) the amount of the disbursement, and (c) the source of the Financial Aid funds disbursed to the student's account. If the fund source includes any Direct Stafford Loan funds, the notification will indicate which portion of the funds disbursed are subsidized loans and/or unsubsidized loans.

Note: The Disbursement Notification indicates a close approximation of the net disbursement amount received by the School since the actual loan disbursements received may differ slightly from the amount expected to be received due to loan fees and rounding differences.

### **Changing Enrollment Status after Receipt of Financial Aid**

A student's decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the Campus Director and the Financial Aid Office. Changing program schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

### **Returning Title IV Funds (R2T4)**

A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the School is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

Note: For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the School of their intention to withdraw. In the event of an unofficial withdrawal, the School determines the student's last date of attendance that is documented in the School's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the School is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the School must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program

7. Other Title IV Programs

8. Other federal, state, private, and institutional programs

9. Student

Institutional Refund Calculation

If a student withdraws prior to the completion of their program of study the School is required to perform an institutional refund calculation to determine whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up to sixty percent (60%) of the scheduled hours completed within their period of enrollment. Should the number of scheduled hours completed during student's enrollment exceed sixty percent (60%) of the total hours in their period of enrollment, the institution shall have earned and retained 100 percent of the institutional charges assessed to the student. If a student withdraws from their program of study after the enrollment cancellation period, the student is entitled to a refund per the pro rata calculation mentioned above less a registration fee not to exceed \$100.00, within forty-five (45) days of the student withdrawal or termination from the program.

**Reapplying for Financial Aid**

As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. If the student does not complete their term or payment period by June 30 of each award year, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

**Seeking Additional Information**

Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- The school's Financial Aid page located on the school home page via the intranet
- The Department of Education's guide to Funding Your Education, which can be downloaded from the websites [www.studentloans.gov](http://www.studentloans.gov) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- The School's Enrollment Agreement
- The School's catalog
- The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- The Department of Education websites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), <https://studentloans.gov> or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

# **Additional Important Policies and Disclosures**

## **Voter Registration Disclosure**

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available online at the following websites. Please visit this website to print the correct forms:

California:

[http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm)

## **Constitution Day Policy**

The U.S. Assistant Deputy Secretary for Innovation and Improvement announced that, pursuant to legislation passed by Congress, educational institutions, such as the School, are mandated to hold an educational program pertaining to the United States Constitution on September 17<sup>th</sup> of each year.

This commemorates the formation and signing of the Constitution on September 17, 1787 recognizing all who are born in the U.S. or by naturalization, have become citizens. On September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the document they had created. Students and instructors will honor the constitution through discussion, learning activities, a video/ CD and handouts with information on the history of the constitution. Verification of this day is maintained in the campus location for review as required by the Department of Education.

## **The Family Education Rights and Privacy Act (FERPA)**

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Registrar oversees the disposition of educational records. Students may request a review of their records by writing to the Registrar or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular School office hours under appropriate supervision and within 45 days of the date the request is received by the School. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies.

A student may request the School to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Registrar and identify the part of the record he/she wants changed and specify why it is inaccurate. The Registrar, together with other involved School personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the School will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in

order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;

- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The School will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the School in writing within ten (10) days after the first date of attendance if he/she does not wish to have any or all of such information released by the School. Such directory information includes some or all of the following data: student's name, address (es), telephone number, e-mail address, program, dates of attendance, photograph, credential awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The School also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime.

The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

Additional information on FERPA is available from the Registrar's office

## Copyright Policy

NCE students must follow the Federal Copyright Act which prohibits the unauthorized distribution of copyrighted materials. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the owner of the copyright under the Federal Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Acknowledging the source of the copyrighted material is not a substitute for obtaining permission from the copyright owner. Therefore use of the copyrighted materials of others should only be done by following the outlined procedures below:

1. Students should refer any questions about the Federal Copyright Act to their Instructors and/or Campus Director.
2. While NCE expects students to strictly abide by all clauses of the Federal Copyright Act in their interactions with and on behalf of the Institution, the following list covers those aspects of the Federal Copyright Act which students are most likely to encounter in their tenure with the School:
  - A. Photocopying, Electronic and/or Other Copying of Copyrighted Materials: Students may make and share copies of copyrighted materials on a limited basis for research or academic purposes strictly in accordance with the Federal Copyright Act.
  - B. Use of Images from Online or other Sources: Students may use images from copyrighted sources for their individual classroom projects and assignments, but must limit their use of such images to individual educational purposes. For non-classroom projects, however, if you did not create the image yourself, did not obtain the image from your computer's clipart or from a website that creates images specifically for free public usage (such as Microsoft images), you or NCE do not own the image and have not paid for use of the image, consequently you should not use the image in your work.
  - C. Peer to peer file sharing. Peer to peer sharing of electronic files is not an illegal act. However, peer to peer sharing of copyrighted electronic files, including but not limited to movies, music, computer software and video games can be a violation of the Federal Copyright Act. Students must avoid peer to peer sharing of copyrighted material and should be aware that educational institutions, such as NCE, are under no obligation to accept responsibility for or to help defend students caught illegally sharing files.
  - D. Software. All software used by NCE has been appropriately licensed in order to comply with the Federal Copyright Act and all requirements of the software's owner. IBT students are not allowed to use any personal software with IBT technology.
3. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities including the possibility of fines, financial liability for damages and court fees, and confiscation of the copyrighted materials and any devices used to copy and/or distribute them. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Such illegal sharing may also subject students to disciplinary action including termination of their student enrollment at NCE.

## Drug-Free Schools/Drug-Free Workplace Annual Disclosure

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended. As noted in the Annual Security Report, the School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As **AN EXPRESS CONDITION OF ACCEPTANCE AS A STUDENT TO THE SCHOOL**, students agree to random and for-cause drug testing throughout their attendance at the School in accordance with the School's Substance Abuse Policy set forth below. A violation will result in the School taking appropriate action up to and including termination from School. Accordingly,

the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

### **Objectives of the School's Substance Abuse Prevention Policy**

The unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous to the individual and society. Alcohol and drug abuse not only have an adverse effect on safety, but also have cascading ill effects on the health and welfare of the entire student body. The School's objectives with its Substance Abuse Policy include the following:

- To establish and maintain a safe, healthy educational environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help both students and employees;
- To reduce the number of accidental injuries to persons or property;
- To preserve the reputation of the School within the community and industry at large;
- To enhance the student's and the School's ability to achieve a high employment placement rate; and
- To reduce absenteeism and tardiness of its students.

### **Standards of Conduct**

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

#### **1. THE SCHOOL CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.**

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance. The use of the medical marijuana card in California or any other state is not accepted as an exception to this policy. Regardless of the legitimacy of the card, the School will follow all applicable laws and regulations. This includes field trips and student-sponsored social activities if they are considered sponsored by the School.

#### **2. REPORTING OF VIOLATIONS TO LOCAL AND/OR STATE LAW ENFORCEMENT**

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

#### **3. DISCIPLINARY SANCTIONS**

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the School's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the School. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the applicable campus location. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

#### 4. LOSS OF TITLE IV ELIGIBILITY

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st Offense:	1 year from the date of conviction	2 years from the date of conviction
2nd Offense:	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

#### 5. LEGAL SANCTIONS

**State Drug Laws:** State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose their right to vote.

**Federal Drug Laws:** Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. Appendix A provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at:  
<http://www.dea.gov/agency/penalties.htm>.

#### 6. HEALTH RISKS

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

**Alcohol:** Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

**Marijuana:** Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

**Cocaine/Crack:** Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

**Methamphetamine/Amphetamines:** Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive "uppers" that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden

death.

**Narcotics:** Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

**Ecstasy:** “Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**GHB/Rohypnol:** Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

**Inhalants:** Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

**Steroids:** Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

## 7. DRUG AND ALCOHOL PROGRAMS

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (702) 658-7900.

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services**

**Substance Abuse and Mental Health Services Administration 1-800-662-HELP (1-800-662-4357)**

<http://dasis3.samhsa.gov/>

**National Council on Alcoholism and Drug Dependence 1-800-NCA-CALL (1-800-622-2255)**

<http://www.ncadd.org>

**California** – <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

**Texas** – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

**Nevada** – [www.leg.state.nv.us/NRS/Index.cfm](http://www.leg.state.nv.us/NRS/Index.cfm)



## 8. APPENDIX A

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms Mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	10 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
				2 or More Prior Offenses: Life imprisonment

### **Substance Abuse Policy and Procedures**

The School will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to his or her instructor or the Director of Education as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy.

When the School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the School's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- erratic behavior
- smell of alcohol or marijuana emanating from student's body
- red eyes
- inability to perform job/task
- inability to carry on a rational conversation

- dilated pupils
- receipt of information by the School indicating a violation of this policy has occurred.
- other unexplained behavioral changes
- unsteadiness on feet
- incoherence
- increased carelessness

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the School will provide students with a copy of the Substance Abuse Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the School.
- If the School believes an individual has been observed possessing or using a prohibited substance on campus.
- When the School believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the School believes a student is impaired during school hours or while engaged in School business or School-sponsored activities.
- When the School receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program of instruction

### **Drug Testing Procedures (Random and For Cause)**

As part of the School's efforts to ensure a drug- and alcohol-free environment, random drug tests may be conducted on a regular basis as determined by the School. The School reserves the right every three to six weeks to have a reasonable number of students from the student body to be randomly tested for illegal substances. The School also conducts "for cause" drug tests based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the School's discretion:

- Immediate dismissal from School for the remainder of the current module or for the student's remaining program of study. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the School and enrolled in a program prior to resuming School enrollment.
- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the School access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the School prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the School, may be cause for withdrawal from the School until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a “positive” test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the School, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Director of Education on a regular basis (frequency determined by the Director of Education) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the School.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from module retakes.

Failure to abide by the established guidelines will result in termination of training at the School.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the School. A student who has been terminated from training must utilize as an appeal's process the Student Grievance Policy and Procedure to determine the possibility of returning to the School.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## **Equal Educational Opportunity**

The School recognizes its responsibilities under Section 504 of the Rehabilitation Act of 1973 to provide equal access to students with disabilities. Students with disabilities are encouraged to participate in school-related activities. When requested by the student in writing and approved by the School as a reasonable accommodation, special resources may be provided to a requesting student. Regular School procedures for application and admission apply to students with disabilities. For further information, contact the Director of Education.

## **NCE Annual Safety and Security report and Sexual Harassment, Assault and Violence Policy and Grievance Procedure**

### **Equal Educational Opportunity**

The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission the School designates the Campus Director as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act (ADA). Students who feel that they have been harassed or discriminated against or who feel that the School has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures set forth below in the attached NCE Annual Safety and Security Report incorporated as Addendum A to this catalog.

# ADDENDUM A

See the following 13 pages

REVISED 07/01/2015:

## **NCE Annual Safety and Security Report**

### **NATIONAL CAREER EDUCATION ANNUAL SAFETY AND SECURITY REPORT**

**Including Clery Act Disclosures of Campus Security Policy and Crime Statistics  
(*Rancho Cordova, California Campus*)**

**Including Calendar Year 2012, 2013 and 2014 Crime Statistics**

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and related Higher Education Act ("HEA") requirements, and in an effort to continuously promote and improve safety and security measures on campus, National Career Education ("NCE") collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report ("Report") to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the NCE Campus Director at (916) 642-1116.**

#### **I. COMPLETION AND DISSEMINATION OF THE REPORT**

Annually, prior to October 1 of each year, NCE compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to NCE's Campus Director, Sheryl Winter, who also serves as the Campus Security Authority and Title IX Coordinator who can be reached at **916-642-1116**, [Sheryl.winter@nceschool.com](mailto:Sheryl.winter@nceschool.com), **11080 White Rock Road, Suite 100, Rancho Cordova, CA 95670**. All crime statistics contained in this Report are for Clery Act reportable crimes occurring on NCE's campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. The Report also includes NCE's current policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.<sup>1</sup>

NCE distributes this Report to all enrolled students and current employees via a notice by U.S. Postal Service, campus mail and/or electronic mail or text notifying them that the current version of the Report has been posted to <http://nceschool.com> and that a paper copy of the Report will be provided upon request. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is made available to the public on NCE's website. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under NCE's name at <http://nces.ed.gov/collegenavigator/>.

## **II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES**

### **A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES**

#### **1. Reporting Emergencies**

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director or other available NCE staff for purposes of expediting NCE’s Emergency Response and Evaluation Procedures as set forth in Section II.B.3.

#### **2. Reporting Crimes**

Crimes that should be reported to the Campus Director by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director for assistance in determining the nature of the incident. Witnesses or victims of crime may report crimes on a confidential basis for inclusion in NCE’s annual crime statistics reporting.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director or nearest available NCE staff. All NCE faculty and staff are trained to notify the Campus Director or his/her on-site designee immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director or his/her on-site designee.***

### **B. INSTITUTIONAL RESPONSE PROCEDURES**

#### **1. Response to Reports of Crime or Emergency**

Upon receipt of a report of a crime or emergency, the Campus Director will:

- Immediately assess, based on his/her own judgment or after consultation with other NCE employees, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3.
- Immediately assess, based on his/her own judgment and/or after consultation with other NCE employees or the local police, whether a “timely warning” to the campus community should be issued pursuant to the Timely Warning policy in Section II.B.2.

- With regard to a reported incident that is or may be a sex offense, the Campus Director will evaluate and respond to the reported sex offense in accordance with the Institute's Sexual Harassment Policies and Procedures contained in Section IX.
- For all reported crimes, the School Director within 24 hours of the incident document all then-available and relevant information including the date, time, location, and description of the incident for purposes of compiling this annual Report.

## **2. Timely Warning of Reported Crime**

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director, constitutes an ongoing or continuing threat to students and employees, including with regard to any crime reportable pursuant to the Clery Act, a campus wide "timely warning" will be issued. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the students and employees, NCE will post a warning via one or more of the following means of communication: all-page, local television station or other appropriate local media, email or text message and/or verbal or written notice.

**Anyone with information warranting a timely warning should report the circumstances to the Campus Director or his/her on-campus designee by phone at (916) 642-1116 or in person.**

## **3. Emergency Response and Evacuation Procedures**

In the event the building needs to be evacuated or locked down for any reason, maps of the evaluation route have been posted in each office, common areas and classrooms. NCE will, without delay, and taking into account the safety of students, faculty and staff, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Campus Director or other responsible authority, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

NCE has developed a process to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. In the event of significant emergency, NCE will issue a warning via one or more of the following means of communication: all-page, other spoken or written verbal announcement, or other appropriate means to immediately inform individuals on campus of the need to evaluate and procedures to follow. The front desk personnel and Campus Director will notify the local police, fire or other appropriate first responder to assist with the emergency.

NCE tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, NCE publicizes its emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy. NCE maintains documentation of each test exercise including date and time performed and whether announced or unannounced will be completed immediately following testing.

## **III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY**

Upon a decision by the Campus Director, after consultation with other NCE officials as appropriate, to close a campus or delay opening for any reason, including for a weather related reason, NCE will announce the information on local radio or TV stations after 6:00 am for the day classes and after 3:00 pm for evening classes. Closings for day and evening classes will be announced separately. When school closings are excessive, make up classes may be required.

#### **IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES**

There are no Pastoral or Professional Counselors on Campus. Crisis, mental Health and victim resource hotline numbers are available from the Campus Director. Section IX of this policy addresses NCE's policies with respect to support services and confidentiality for victims of sexual violence.

#### **V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

NCE does not maintain residential facilities. The building is open to staff, faculty and/or students during business hours (8 am to 7 pm Monday-Thursday, 8 am to 5 pm Friday and evenings and weekends during which classes are conducted. During non-business hours access to each Campus is by key fob and a security code only or by admittance via a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras are posted in main areas and doorways for monitoring purposes.

#### **VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES**

NCE does not employ security personnel or campus police and NCE employees have no authority to arrest or detain any individual. NCE faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director as set forth in Section II.A and to notify local police.

If you are a victim of or witness to a crime and do not want to pursue action through NCE's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director for the limited purpose of permitting NCE to include the incident in its crime statistic reporting without revealing your identity. With such information, NCE can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. NCE will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and NCE cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX.

#### **VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

During new student and new employee (faculty and staff) orientations, individuals are informed of NCE's current security and crime prevention policies and practices as well as the protection of personal safety and prevention of crime. Such orientations may include a Power Point presentation and/or review of the policies contained in this Report and the Student Catalog. The presentations



include required training regarding preventing and responding to sexual harassment/violence, among other topics as contained in Section IX. Should time be of the essence regarding security awareness, information may be released to the Campus community through the timely warning procedures contained in this Report

#### **VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

All NCE property has been designated “drug free” and the Institute is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. A copy of NCE’s Drug-Free Schools/Drug-Free Workplace Annual Disclosure containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is contained in the Student Catalog. At least on an annual basis, students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during orientation. Annually students are provided this information by means of the current Student Manual and material posted on campus. Current faculty and staff are provided this information during their annual review.

#### **IX. POLICY REGARDING SEXUAL HARRASSMENT AND SEX OFFENSES**

NCE is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual misconduct of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. To fulfill its educational mission NCE has designated the Campus Director as its designated representative to coordinate NCE’s compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual misconduct should contact the Title IX Coordinator, Sheryl Winter at 916-642-1116, sheryl.winter@nceschool.com , 11080 White Rock Road, Ste. 100, Rancho Cordova, CA. 95670 and follow these procedures.** For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the Student Catalog.

All proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student’s permanent academic file and an employee’s permanent personnel file. No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the NCE community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

#### **Sexual Harassment and Sexual Violence**

Sexual harassment and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking are prohibited by NCE and will not be tolerated. All members of the NCE community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows NCE to quickly respond to the allegations and offer immediate support to the victim. NCE is committed to protecting the confidentiality of victims, and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual

misconduct and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the accused will be afforded equitable rights during the investigative process. NCE will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance pursuant to this policy. NCE provides these procedures for reviewing and resolving such complaints. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

### **Key Definitions**

**Sexual harassment** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. §2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the School's investigation of the allegation.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at NCE as such acts are inappropriate and create an environment contrary to the goals and mission of NCE. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual assault** includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

**Domestic violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence** means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

**Stalking** means "engaging in a course of conduct (two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

## **A. Reporting Sexual Offenses**

Upon observing or involvement in any type of sexual misconduct on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, NCE encourages students, faculty and staff to promptly report the incident to the local police and/or Institute's Title IX Coordinator, **Sheryl Winter at 916-642-1116, sheryl.winter@nceschool.com , 11080 White Rock Road, Ste. 100, Rancho Cordova, CA. 95670.** A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for NCE's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

**Victims of Assault/Violence:** If you are a victim of a sexual violence, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection

and preservation.

NCE strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner and, if requested to do by the victim, the Institute will assist the victim in contacting the police. However, the victim is not required to contact the police in order to pursue the Grievance Procedure contained in this policy or for NCE to conduct an independent investigation under this section.

The Title IX Coordinator and has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for maintaining accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual misconduct should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator has the following responsibilities:

1. Provide the complainant with a copy of this policy, information on the availability of NCE's formal investigatory procedures (see Formal Investigatory and Disciplinary procedures below), and information about local victim support resources for victims, including existing counseling, health, mental health, victim advocacy, legal assistance and other services available to victims..
2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. NCE will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of NCE to provide the accommodations or protective measures. These steps will be taken by NCE regardless of whether the victim chooses to file a formal complaint.
3. Inform the complainant that informal mediation cannot be used by NCE to resolve sexual violence complaints.
4. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that NCE can assist the victim in doing so if requested.
5. For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant or NCE deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

#### **B. Formal Investigatory and Disciplinary Procedures**

All reports of sexual violence received by the Title IX Coordinator must be resolved through this formal investigatory and disciplinary procedure. NCE is committed to providing a fair, prompt and impartial process from investigation initiation to final result. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, NCE must weigh that request against its obligation to maintain a safe environment. When NCE honors the complainant's request for confidentiality, the complainant must understand that NCE's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited. In the case of sexual violence, NCE may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If NCE determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. NCE may not require a victim to participate in a formal investigation or hearing that it is initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance by means of these formal procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances or investigations covered by these formal procedures should be filed as promptly as possible after the alleged discriminatory conduct. While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance or to NCE's obligation to investigate a reported event.

To initiate this procedure, a student, faculty member or staff should direct a written complaint to the Title IX Coordinator that states in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses, and any request for confidentiality. In a situation deemed to be an emergency by the Title IX Coordinator, NCE will issue a Timely Warning and the individual alleged to have caused the grievance or complaint may be temporarily transferred or put on leave pending the outcome of the case. The Title IX Coordinator need not wait for the conclusion of a criminal investigation or criminal proceeding to begin an investigation where warranted.

After report of the grievance, the Title IX Coordinator will:

1. Provide the complainant with a copy of this policy and information about local victim support resources. Victims of sexual violence will be provided information about evidence preservation.
2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that NCE can assist the victim in doing so if requested.

The Title IX Coordinator will initiate an investigation within two weeks of receipt of the formal grievance to determine whether there is a reasonable basis for taking action. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the Title IX Coordinator must prepare a written report recommending one of three actions:

1. Concluding that the complaint is without merit and that no further action is warranted.
2. Recommending efforts to bring about an informal resolution under this policy if warranted and permitted by law.
3. Initiation of a formal grievance hearing to evaluate possible disciplinary action against the individual alleged to have caused the grievance.

Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within ten (10) calendar days after notification by the School, a formal hearing if dissatisfied with the conclusion.

### **Hearing Procedure**

A Grievance Committee composed of the Title IX Coordinator and one other senior level management personnel who has received annual training on sexual violence and Title IX investigative procedures and who is appointed by the CEO will be convened to review the Title IX Coordinator's recommendations and to receive any oral or written testimony from the complainant, the individual alleged to have caused the grievance, and any relevant witnesses from both parties and any other relevant evidence. The standard of evidence used in the hearing will be "preponderance of the evidence." Both the complainant and the alleged perpetrator will be afforded equal and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee but may be assisted in the process by a support person of their choice including an attorney.

In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator and the Grievance Committee to fully evaluate the alleged offense.

The Committee will decide:

1. Whether the complaint is without merit and that no further action is warranted.
2. What, if any, remedial action is necessary.
3. The nature, scope and timing of any proposed disciplinary action against the alleged perpetrator.

The determination of the merits of the complaint by the Grievance Committee will be final. NCE will inform both parties simultaneously of its final determination.

The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.

The Campus Director will determine if the incident is indicative of systemic issue related to the sex offense and, if so, work with NCE staff to recommend changes to Institute policies, procedures or training to prevent re-occurrence.

### **C. Disciplinary Options**

**Penalties:** Substantiated accusations of sexual violence may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include: suspension, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

**Complaint Record and Notice of Outcome:** All proceedings and records will be confidential to the extent permitted by law. However both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

#### **D. Education and Training**

In an effort to promote a safe environment and to prevent acts of sexual misconduct, NCE engages in sexual violence prevention and awareness training. NCE educates the student community about this policy sexual violence prevention and related Institute policies during all orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO to serve on the Grievance Committee will receive annual training on issues related to sexual violence. The Title IX Coordinator is responsible for training current students and all Institute faculty and staff about the Institute's Title IX policies and conducting the new student training. NCE also provides ongoing prevention and awareness training for current students and staff at least annually.

#### **E. Bystander Intervention and Risk Reduction**

All crimes, including crimes of sexual violence, can be prevented through steps by the campus community to reduce risk of being a victim of a crime and by intervening before a crime has occurred where there is a reasonable belief that a crime may occur. NCE urges members of the campus community to take steps to reduce their chances of being a victim of a crime including by: locking doors, securing items of value, walking in pairs at night, avoiding impairment caused by alcohol or drugs and other self-protective steps. In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, NCE urges all member of the campus community to call 911 or to contact an NCE employee immediately. In additions, members of the campus community may be able to interrupt the commission of a crime of sexual violence by intervening in the situation on a potential victim's behalf where the intervention is not likely to pose harm to the intervenor. IBT urges all members of the campus community to work together to promote a safe campus environment for everyone. NCE includes training on bystander intervention and risk reduction in all primary and ongoing training for students and staff.

#### **X. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.**

The local Police Department provides a link to the California Sex Offender Registry. NCE is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already

required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In California, information about convicted sex offenders is available at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

**XI. CLERY ACT CRIME REPORT STATISTICS**

**NATIONAL CAREER EDUCATION– Rancho Cordova, CA Campus:**

OFFENSE	PROPERTY	2011	2012	2013
<b>MENTOR CAMPUS</b>				
Criminal Homicide: Murder and Non-Negligent Manslaughter, Negligent Manslaughter	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Sex Offenses: Forcible Sex Offenses, Nonforcible Sex Offenses	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Domestic Violence*	On-Campus Property	N/A	N/A	0
	NonCampus Property	N/A	N/A	0
	Public Property	N/A	N/A	0
Dating Violence*	On-Campus Property	N/A	N/A	0
	NonCampus Property	N/A	N/A	0
	Public Property	N/A	N/A	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)*	On-Campus Property	N/A	N/A	0
	NonCampus Property	N/A	N/A	0
	Public Property	N/A	N/A	0
Stalking*	On-Campus Property	N/A	N/A	0
	NonCampus Property	N/A	N/A	0
	Public Property	N/A	N/A	0
Robbery	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	0	0	0



	NonCampus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Hate Crimes related to any of the above listed crimes, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property	On-Campus Property	0	0	0
	NonCampus Property	0	0	0
	Public Property	0	0	0
Arrests & Disciplinary Referrals including liquor law, drug law and illegal weapons possession violations	On-Campus Property	0	0	0
	NonCampus Property			
	Public Property	0	0	0
<p>* These crimes were not required to be tracked or reported in 2012, and are subject to a good faith reporting requirement in 2013.</p>				



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## Tuition and Fees Schedule

### TUITION

A student's total tuition for a given Term is determined by multiplying the number of clock hours for which the student is registered at the end of the drop/add period by the tuition rate in effect at the time the student enrolled in school. All payment arrangements must be discussed with the Business Office prior to Registration. Book charges range from \$449 to \$889 per term depending on the program and courses taken in that term.

Medical Assisting (to include 1 CCMA Exam)	\$11,354
Optical/Optometric Assistant	\$11,628
Lab Assistant, EKG Technician/Phlebotomist (to include 1 NHA Exam)	\$12,458*
Electrician	\$13,604

\* This is the new tuition for this program effective with the April 27, 2015 start date and any start date occurring after April 27, 2015. See the Academic Start Date Schedule of this catalog for further information. For any start date occurring prior to April 27, 2015 the tuition is \$11,458.

### GUARANTEED TUITION PLAN

Students in continuous enrollment will be guaranteed the Tuition rate and Program Fee rate in effect at the time of their initial class start date for the remainder of their programs. Students who leave school for any reason and later return will re-enter at the then current Tuition rate and Program Fee rate and catalog. This guarantee does not apply to school fees or to books and supplies.

### PROGRAM FEES

Program fees represent an adjustment to the basic tuition and reflect the cost of the specialized facilities, equipment, materials, instruction, or other circumstances required to offer a program. Program fees are assessed each term to students enrolled in certain programs as an additional charge based on enrollment status and are payable in full at Registration.

#### **\*One Time Book Fees**

Medical Assisting	\$889
Optical/Optometric Assistant	\$449
Lab Assistant, EKG Technician/Phlebotomist	\$648
Electrician	\$800

#### **California Student Tuition Recovery Fund:**

Medical Assistant	\$ .00
Optical/Optometric Assistant	\$ .00
Lab Assistant, EKG Technician/Phlebotomist	\$ .00
Electrician	\$ .00
VA Students for All Programs	\$0.00

#### **Other Fees:**

Registration Fee	\$40
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Program Change Fee	\$0
Returned Check Fee	\$25 per item
Late Payment Fee	\$25 per occurrence
Transcript Fee (issued only upon written request and if all financial obligations have been fulfilled)	\$10
Replacement Diploma Fee	\$10



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## VA Policy Statement Addendum

\* Students receiving VA educational benefits are only payable for the approved program hours.

The maximum timeframe for programs measured in clock hours (for financial aid purposes) will vary, depending on a student's status as a full-time or part-time student. The maximum timeframe will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the maximum timeframe for programs measured in clock hours (for financial aid purposes), take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

Example:

48 Published Program Length  
x 1.5 Maximum Timeframe  
72 Maximum Weeks permitted to Complete Program Clock Hours

Or,

1200 Published Clock Hours  
X 1.5 Maximum Timeframe  
1800 Maximum Clock Hours Attempted Permitted to Complete the Program

If, at any time, a student cannot complete his or her program of study within the Maximum Timeframe, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined elsewhere in this section.

### VA Students in California: Student Tuition Recovery Fund:

Medical Assistant	\$0.00
Optical/Optometric Assistant	\$0.00
Lab Assistant, EKG Technician/Phlebotomist	\$0.00
Electrician	\$0.00

## ADDENDUM B

### TOOLS AND EQUIPMENT USED IN THE SCHOOL'S PROGRAMS

**Medical Assistant** program utilizes the following instructional equipment to facilitate the course, program, certification, and industry required competencies:

EKG Machines	Blood Pressure Cups Manual and Automatic	Microscopes	Urine Strips
Auto Clave Instrument Sterilizers	Incubator	Ophthalmo Scope	Sterile Forceps
Glucometer	Otoscope Hemoglobin Meter	Snellen Eye Chart	Thumb tissue Forceps
Mayo Stand	Centrifuge (urine)	Phlebotomy Chairs	Allis Tissue Forceps
Curved Mosquito Hemostats	Percussion Hammer	Crunches	Surgical Scissors
Exam Tables	Iris Scissors	Slings and Wraps & Bandage Equipment	Nasal Speculum
Walkers	Pap Tray Set Up	Suture Kits and Removal Kits	Vaginal Speculum
Needle Holders	Blade Handles	Sharps/Bio Hazard Containers	Rectal Speculum
Peak Flow Meters	Injections Supplies (Needles, syringe, solutions)	Medical Terminology Book	Pen Light
CLIA Wave Tests	OSHS Training Video	Connect (Instructional Course resources and text book companion supplements)	Tongue Depressor
Practice Management & EHR Book	SED Rates	Needle 23G/25G/27G, insulin/TB needles	Cotton Swabs
Kits for Special Testing	Stethoscopes	Lancet, Clay for hematocrit	Adult & Infant Scale
Spirometer	Audiometer		

**Optical/Optometric Assistant** program utilizes the following instructional equipment to facilitate the course, program, certification, and industry required competencies.

Power Exam Chair	Marco G Series Slit Lamp	Phoropter
O Chart on Stand	Riechert Chair	Baush&Lombe Keratmeter
Welch Allyn 767 Wall Mount Diagnostic Set	Snellen Eye Test Chart	Eye occuluder
Ophthalmic Assistant Text book	System of ophthalmic Dispensing	Quick Reference dictionary

***Lab Assistant, EKG Technician/Phlebotomist*** program utilizes the following instructional equipment to facilitate the course, program, certification, and industry required competencies.

Exam Table	Icubator	EKG Machines
Phlebotomy Chairs	Blood Pressure Cuffs	Microscopes
Autoclave	Phlebotomy Kits	Digital Thermometer
CLIA Waived Tests	Phlebotomy supplies,Syringes.Vacutainer Eclipse.Butterflies	SED Rate Tubes
Gram and wrights stain	Blood Typing Kits	OOSHA Training Video
ECG Made Easy Book	Medical Terminology Book	Laboratory Testing for Ambulatory setting(Text&Work Book)
Phlebotomy Work Text &Procedures	Preventing Infectious diseases Book	Applead Psychology In Health Care
Stethoscopes	Phlebotomy Chairs	Hemocytometers
Centrifuges	Glass slides	Different Types Of Gloves

**Electrician** program utilizes the following instructional equipment to facilitate the course, program, certification, and industry required competencies.

Electrical Theory Videos	3 Phase Circuits Video	DC Video Set
Electrical Principles for Residential Construction	NEC Electrical Code Book	Electrical Wiring Commercial
8841H ¾ Bender	Video AC Video Set	8840H ½ Bender
Video Single Phase	R450 Tripod	Electrical Wiring Residential
9510 Spook Cady	Spool Cady	Round Ceiling Boxes
Band Saw	Reciprocating Saw	Reed Drop Head Threader Set
Knockout Punch Set	Cordless Drills	5882 Meg Ohmmeter
14" Chop Saw	200 AMP Meter Loop	Power Fastening System
45 LVA Dry Tape Transformer 3 Phase	MC Cable Cutter Roto Split	Stud Punch
Keyless Lamp Holders	Recessed Lights	200 Main Panel
	1' 2 Hole Straps	Florescent T-8 Fixtures
EMT Couplings	EMT Connectors	60 AMP Cutler hammer Indoor
Romex connectors	Adjustable Brackets	1 ¼ Service Entrance Clamps
Fault Breaker Cutler Hammer	Residential Frame Training Stations	EMT Straps
Commercial Metal Frame Training Station	30 AMP with Over Heard Relay	Handy Boxes
Motor Mounts Training Stations	8/16 Single Phase Indoor Breaker Panel	MDP Breaker Panel